

# Welcome to World Book Online!



As the ACCOUNT ADMIN, you have a very important job - and we want to make it easy! Follow the tips below to set up your staff and users for success.

**START**

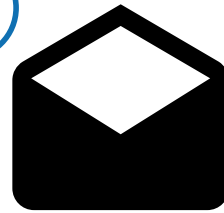
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**Do we have the following from you?**

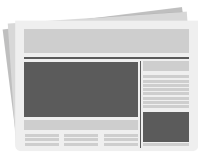
- A list of sub accounts.
- Contact information for any additional admins.
- The name of your LMS and SSO, if you use them.
- List serve to include on our newsletter.

1



Review the Welcome Letter sent by our Customer Success Team.

3



**Have you adjusted your custom settings in *Account Tools*?**

- Standards
- Newsfeed

[worldbookonline.com/myaccount](http://worldbookonline.com/myaccount)

4



**Did you customize your Super Home Page?**

- Add your logo
- Write a Welcome message

[worldbookonline.com/myaccount](http://worldbookonline.com/myaccount)

6



**Do you follow us on Social Media?**

In addition to a monthly customer newsletter, you can stay up to date with Social Media.

Follow us today!

5

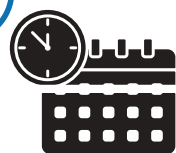


**Are shortcuts and widgets on devices for easy access?**

Don't forget student tablets and teacher computers!

**Do you have an SSO?**  
Ask us about integration to make access simple for students!

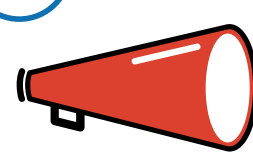
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**Have you scheduled training?**

Email [training@worldbook.com](mailto:training@worldbook.com) or call your Customer Success Representative to set up a customized training session for your staff.

8

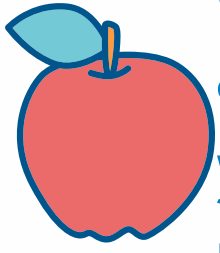


**SPREAD THE WORD!**

- Email relevant material from the welcome packet to your staff
- Post pre-made social media content.
- Share the Training date
- Promote the Training Guide
- Share the Staff Infographic

[worldbookonline.com/training](http://worldbookonline.com/training)

# Welcome to World Book Online!



Great news! You now have access to World Book Online and the many educational resources found within. Below you will find a step-by-step guide to help you get the most out of this resource!

All material mentioned here can be found on our Training Guide. Visit [www.worldbookonline.com/training](http://www.worldbookonline.com/training) today!

**START**

2

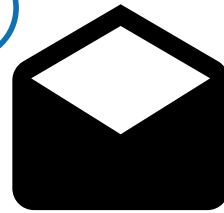


## Explore the Training Guide.

We have ready-made resources to save you time!

- Social Media Posts
- Letters to send home
- Login cards
- Lesson Plans

1



## Check your email for the Welcome to World Book letter, sent from your Account Admin.

Don't see one?

You can find this on the Training Guide under Free Material → Letters.

3



## Do you have a personal page?

Set up shortcuts for World Book by product. Instructions are on the Training Guide under Free Material → Shortcuts & Widgets

We integrate with several SSO platforms, Google Classroom, Microsoft One Drive.

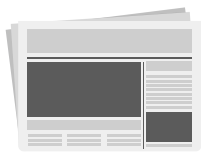
4



## Do your students or patrons use a tablet, Chromebook, or other form of 1:1 access?

Don't forget to set up shortcuts and widgets for World Book on these devices too.

6



## Sign up for World Book Wired - our monthly newsletter filled with timely activities, new features, and more!

Visit the Training Guide → Newsletters to sign up today!

5

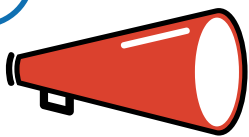


## Do you have Social Media?

In addition to our monthly customer newsletter, we share ideas and updates here.

Follow us today!

7



## SPREAD THE WORD!

Let parents, students, and patrons know they have access to World Book using the following connections found under Free Material.

- Welcome to World Book Letters
- Bookmarks
- Ideas to use World Book at home
- Social Media posts

8

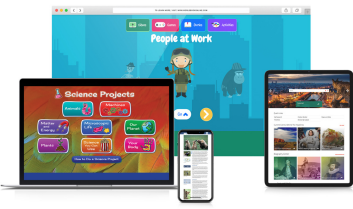


## Start using World Book.

For ideas on use in the classroom, library, or at home- view our weekly webinars found on the Training Guide → Complimentary Training.

# Welcome to World Book Online!

Have you heard? You have access to World Book Online through your school or library. Below you will find a step-by-step guide to help you get the most out of this resource for school assignments and educational fun at home!



All material mentioned here can be found on our Training Guide. Visit [www.worldbookonline.com/training](http://www.worldbookonline.com/training) today!

**START**

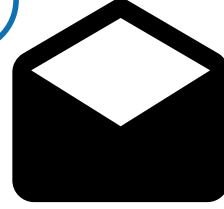
2



Log in to World Book Online using the username and password provided in the letter.

[www.worldbookonline.com](http://www.worldbookonline.com)

1



Check your email or child's take-home folder for a Welcome letter from your teacher.

3



**Want to personalize your experience?** Set up a My World Book Account to save, annotate, and customize your experience.

For instructions on how to create a My World Book account, visit the Training Guide. → [How-To \(Miscellaneous\)](#)

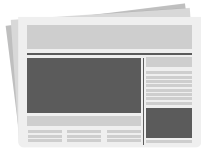
4



Do you have a computer or tablet that will be used for World Book at home?

Set up shortcuts to make access easy. These are found on the Training Guide under Free Material → [Shortcuts & Widgets](#)

6



Sign up for Worldbook Wired - our monthly newsletter filled with timely activities, recipes, new features, and more!

Visit the Training Guide → [Newsletters](#) to sign up today!

5



Social? We are too! Follow us for fun facts about World Book!

7



Use World Book Online for school:

- Look up the answer to a homework assignment
- Conduct research
- Use the citation builder
- Follow a guided reading program

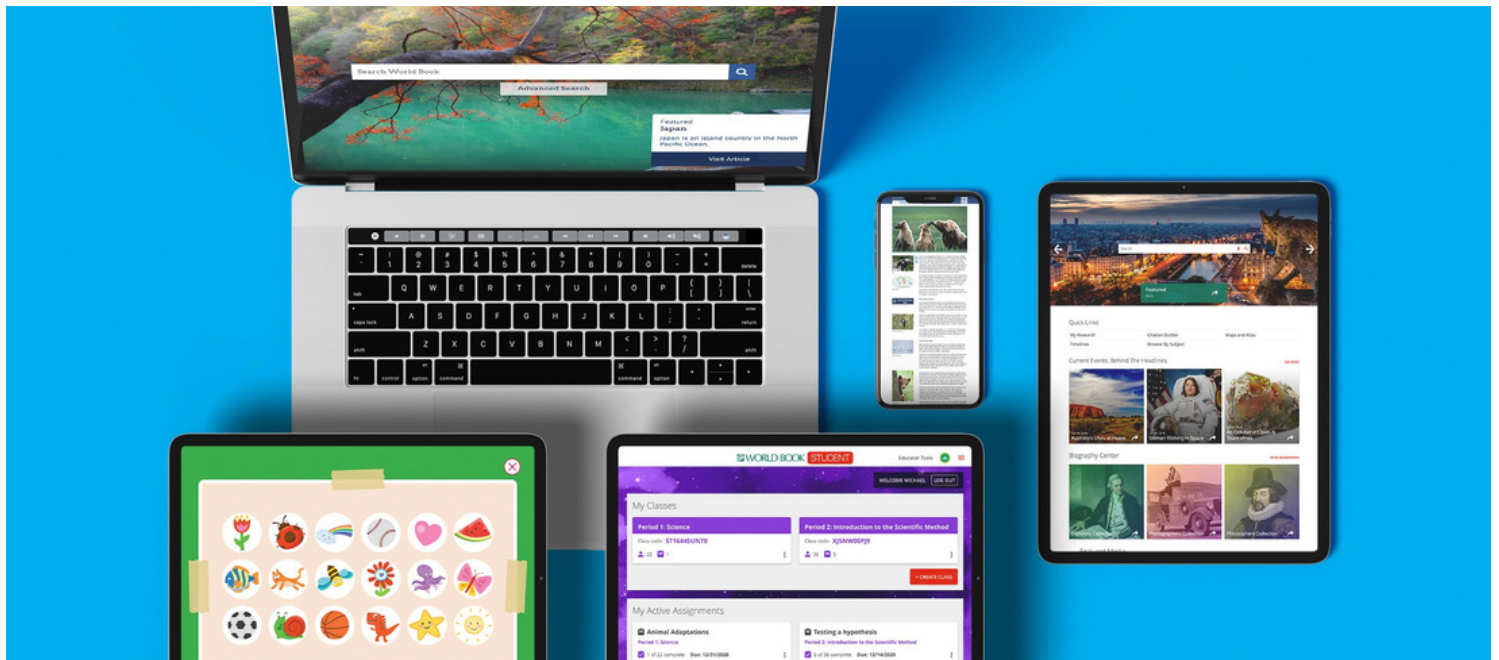
8



Come back often!

- Educational games
- Learn your letters!
- Rainy day activities
- Read the newspaper, and more!

[worldbookonline.com/training](http://www.worldbookonline.com/training)



## MAKE THE MOST OF YOUR WORLD BOOK ONLINE SUBSCRIPTION.

**1. Manage Your Account.** First, go to [Account Tools](#). Then from the “Localization” tab, you can add your library’s logo and welcome message to all World Book Online homepages! From the “Downloads” tab, add the following tools to users’ desktops or devices, which create quick access to databases and/or searches:

- Web page graphics and/or widgets
- Web page links
- Desktop search widgets

**2. Spread the Word.** Remind users they have access with such [promotional materials](#) as brochures, flyers, customizable bookmarks, posters, and social media posts.

**3. For Public Libraries—Include World Book Online in Your Federated Search Applications:**

Serial Solutions’ 360 Search, Auto- Innovative Interfaces, Destiny One Search, Library Solutions, Auto-Graphics, Book Systems SURFit, Autology, EBSCO Discovery, and ProQuest Summon.

**4. Training & Support.** In addition to 24/7 access to our robust [training guide](#), which includes step-by-step how-to articles and [video tutorials](#), we offer [weekly webinars](#) that cover timely topics and creative ways to use World Book Online. These materials can also be found under “Support” in the tool bar at the bottom of every Web page.

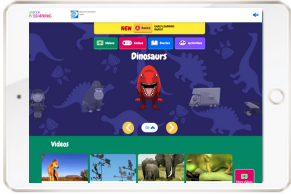
**5. Explore Our Catalog.** Take a peek at our new [2022-2023 Digital & Print Catalog](#) to discover our highly appealing supplementary print series that are the perfect complement to your digital subscription!

**6. Let’s Connect.** Follow us on social media for the latest news, discoveries, and learning opportunities!





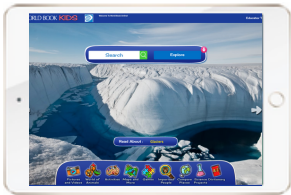
## Early Learning



- A highly engaging and visual site designed for easy integration into classroom instruction and library programming.
- Includes a robust collection of educator resources, including lesson plans, mini- lessons, and printables as well as correlations to Common Core, state, and provincial standards.
- Proprietary stories utilizing small bursts of content will support microlearning.
- A rich collection of educational, interactive games and topical videos is ideal for use with interactive white boards.
- The *Early Learning Basics* section focuses on core foundational skills such as learning letters, numbers, early math concepts, and includes a guided reading program with 48 leveled texts.
- Easily adaptable with new features and content added regularly based on user feedback.



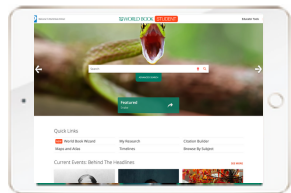
## Kids



- Premier reference website developed especially for elementary-aged users, featuring image-driven navigation and an intuitive user experience.
- Thousands of easy-to-read articles packed with stunning illustrations, videos, interactive maps, and a wealth of engaging games and activities.
- World of Animals: Fun and easy-to-use tool to help kids research their favorite animals.
- Use the Compare Places feature to explore and compare countries, states, and provinces.
- Hands-on science projects and experiments cater to many different levels and interests.
- Correlations to Common Core, state, and provincial standards.
- Age-appropriate WebQuests provide exploratory activities on a variety of topics.



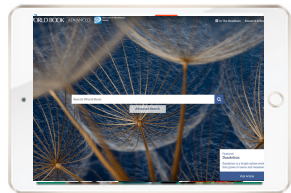
## Student



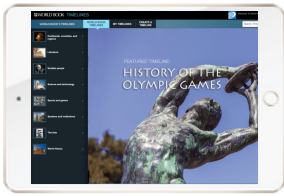
- Tens of thousands of encyclopedia articles featuring high-interest, readable content.
- Rich multimedia, including nearly 700 videos and original animations and 17,000+ photos and illustrations.
- My Research offers individualized accounts, allowing users to compile and organize content that can be accessed from home or school.
- World Book Biography Center, with more than 10,000 biographies of both historical and contemporary figures.
- Educational games coincide with math and science articles to enhance STEM research.
- Easy-to-use citation builder in MLA, APA, and Harvard formats.
- Google Drive, One Drive, and Google Classroom integration.
- Lexile® measures on Student's most popular articles deliver a "targeted" reading experience.
- Extensive built-in dictionary and an easy-to- navigate atlas.
- Translation tool with 100+ languages!
- Correlations to Common Core, state, and provincial standards.
- Age-appropriate WebQuests provide exploratory activities on a variety of topics.



## Advanced



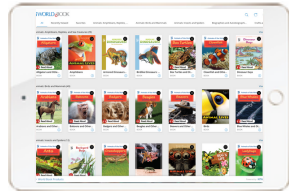
- Integrated search of articles, media, primary sources, eBooks, dictionary, back in time articles, and special reports.
- Teaching with Primary Source Documents include advanced lesson plans.
- Pathfinders of pre-generated content sets aid in research and subject matter understanding.
- My Research offers individualized accounts, allowing users to compile and organize content that can be accessed from home or school.
- Links to World Newspapers lead to more than 400 periodicals from around the globe.
- Citation Builder creates flawless citations in MLA, APA, and Harvard formats.
- Correlations to Common Core, state, and provincial standards.
- WebQuests provide exploratory activities on a variety of relevant topics.
- Advanced research tools include dictionary, atlas, and more.



## Timelines

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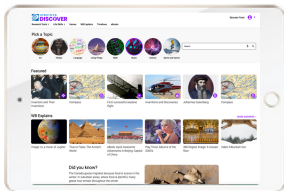
- 650+ unique Timelines spanning the arts, science and technology, society and culture, sports, world history and geography, and more.
- Create, customize, collaborate, and share your Timelines.
- More than 14,000 events built directly into the product.
- Build Timelines for any purpose, from school research projects to family histories and just for fun.
- *Timelines* includes synopsised historical notes and a wealth of engaging images and videos to craft stunning presentations.
- Great for visual learners.
- Perfect for all ages.



## eBooks

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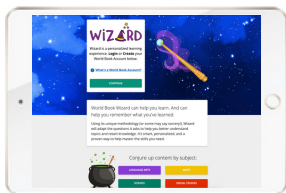
- Access to over 3,000 titles including World Book exclusive content.
- 24/7 unlimited, simultaneous access make these perfect for reading groups and classroom sets.
- Personalize shelves with Favorites & Recently Viewed.
- Automatically updated and continually growing collection at no additional charge.
- Digital tools for notes, annotations, and highlights.
- A free eBooks app available in the Apple and Google Play stores.



## Discover

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- Toggle between two reading levels for encyclopedia articles.
- World Book Explains videos feature experts answering questions on high-interest topics.
- How to Do Research feature contains invaluable resources for both students and educators.
- Games and awards make learning fun.
- Translate articles into 100+ languages or have them read aloud in English.
- Correlations to Common Core, state, and provincial standards.
- Rich, interactive Life Skills center offers practical tips on such topics as applying for jobs, budgeting, arranging housing, health care issues, social skills, and more.



## Wizard

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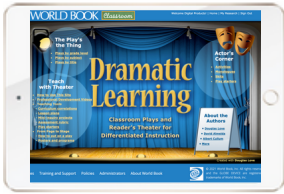
- An adaptive learning platform that allows students to achieve success and build confidence in their learning.
- 640+ drills spanning the four core subject areas (Language Arts, Math, Science, and Social Studies) make up 200+ courses with more continuously being added.
- Content is aligned to Common Core State Standards, Next Generation Science Standards, and National Curriculum Standards for Social Studies.
- Kids can earn badges and unlock games to make learning fun and exciting!
- Teachers can create classes to monitor student progress with detailed reports.
- Ability to assign curriculum-related content with the click of a button and differentiate instruction by assigning to the whole group, or a subset of individual students within the class.
- Easily find content by typing in a keyword or filter by grade, subject, and standard.
- Provides instant feedback to help users learn from their mistakes, so students get the 1:1 attention whether they are in the classroom or remote.



## Activity Corner

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- *Activity Corner* offers thousands of activities with easy, clear instructions, photographs, illustrations, and more.
- Activity page with a materials list, step-by-step instructions, and illustrations.
- Correlations from your state's or province's curriculum standards to *Activity Corner* content.
- How To... tutorials that offer basic steps and techniques for creating polished finished product.
- Create and share your projects using the Share Your Projects feature.
- Featured activities that update each time you visit the site.
- Filter by age range, type of activity, culture, time to complete, cost, and holiday theme.



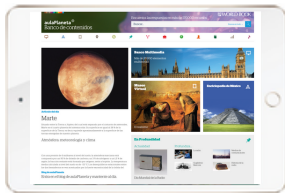
## Dramatic Learning

- World Book's *Dramatic Learning* expands proven approaches to building reading fluency and content comprehension.
- Play units contain activities, written to the student's point of view, including materials lists and clear instructions.
- 42 play scripts are available on Dramatic Learning, covering various grade levels and subjects.
- Lesson plans are tailored to meet curriculum-based standards and specifically relate to each play unit's content. These contain both an educator page and a student page.
- *Dramatic Learning* content is aligned to your state's or province's curriculum standards.
- Posters and programs to help you bring your play to the stage and attract an audience.



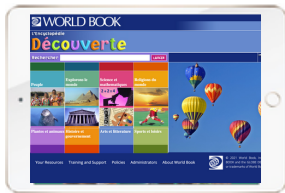
## Enciclopedia Estudiantil Hallazgos

- Highly visual articles written in Spanish at an easier reading level.
- Colorful photos, illustrations, and videos. Spanish language news from around the world.
- Hands-on learning activities.
- Integrated with World Book *Kids* so users can toggle back and forth between Spanish and English.
- Mundo de Animales (World of Animals) feature provides younger readers with a fun and easy-to-use tool for learning about their favorite animals.



## Banco de Contenidos aulaPlaneta

- *Banco de Contenidos aulaPlaneta* is the upper-level Spanish language database, intended for high school students through adult learners.
- Intuitive search options allow easy navigation of the more than 170,000 resources: articles, images, videos, and more.
- The resource is perfect for use alongside both World Book *Student* and World Book *Advanced* as an English/Spanish supplementary resource.



## L'Encyclopédie Découverte

- Perfect for native-speaking researchers, advanced bilingual, and ELL students, *L'Encyclopédie Découverte* has highly visual articles written in French at an easier reading level.
- Integrated with World Book *Kids* so users can toggle back and forth between French and English.
- Search and browse options make finding content easy.
- Thousands of easy-to-read articles.
- Engaging images and media.
- Interactive games and activities.
- Accompanying teacher resources.



## Kids eLearn

- *Kids eLearn* is an Arabic website specially developed for elementary school students.
- A search and visual browse feature enables simple navigation, and a collection of biographies, science projects, maps, and hand-on activities will captivate young learners.
- A collection of country and continent maps.
- Bilingual feature allow users to switch between Arabic and English content.
- Over 200 educational games and activities.
- Customized country resources.

 **WORLD BOOK**  
PRODUCT DESCRIPTIONS & GRAPHICS

- Post product descriptions to help users find the right resource to fit their needs.
- Separate products into various areas on your school and library resource pages by age group, product type, and more! *Widgets, links, and can be found on the Training Guide and Account Tools.*



**World Book Online-** The premier suite of digital resources, with content to engage and excite all minds from pre-readers to advanced researchers. The databases are progressive and align users with their appropriate learning level. The built-in tools are accessible, flexible, and easy to use. (All ages and reading levels)



**Training Guide -** World Book offers a robust training guide to support users in all aspects of using World Book Online. From short tutorial videos to in-depth how-to articles and public webinars, find a range of free material from promotional support to lesson ideas and beyond! (All ages and reading levels)

CORE



**Early Learning-** The perfect tool for pre- and emergent readers to explore independently or learn with an adult. Developed with experts on early childhood education to offer tools and content that reinforces early childhood curriculum. Fun short videos, read-aloud stories, printable activities, and matching and tracing games kids love. A guided reading program, lesson plans, and curriculum correlations teachers, educators, and caregivers love! (Recommended ages: 2-8)



**Kids-** An ideal learning resource for elementary-aged students, designed to build confidence and encourage creativity. Easy-to-read articles that can be read aloud or translated and a wealth of engaging games, science projects, and activities. Encourage self-direction with our visual navigation in Explore, independent learning with WebQuest, and compare and contrast skills with Compare Animals and Compare Places. (Recommended ages: 6-10)



**Student-** World Book's beloved encyclopedia comes to life in a digital format, with so much more! A one-stop-shop for cross-curricular learning, with such features as translations to 100+ languages, a *Biography Center*, current events, research guides, and seamless integrations with Google Classroom and Microsoft OneDrive. The My Research and Citation Builder features assist learners in organizing and analyzing their findings, while teaching important 21st-century research skills. (Recommended ages: 8-16)





**Advanced-** A highly vetted and concise resource to check the facts. Includes live news feeds to world newspapers, primary source documents, biographies, *Back in Time* articles, and more to aid in conceptual understanding of important topics. (Recommended ages: 12+)



**eBooks-** An on-the-go digital library for all ages and reading levels. Find World Book-exclusive storybooks, picture books, graphic novels, and chapter books alongside well-known classic titles from famous authors. Includes 24/7 unlimited simultaneous access to every title, a personal bookshelf, offline reading, and annotation tools. (All ages and reading levels)



**Discover-** Make information more accessible to readers of all levels, and differentiate instruction in any learning environment. This site is ideal for struggling readers and English Language Learners. (Recommended ages: 12+)



**Timelines-** A collection of 650 unique timelines, spanning the arts, science & technology, society & culture, sports, world history & geography, and more. Create, customize, collaborate, and share your timelines, which is great for visual learners to put events into context and for classroom instruction to introduce a subject. (Recommended ages: 8+)

## ADD-ON



**Wizard-** An adaptive learning platform that allows all students to achieve success and build confidence in their learning! With a comprehensive set of curriculum-based drills, Wizard is smart, personalized, and a proven way to help students master skills in core subject areas (Math, Science, Social Studies, and Language Arts). (Recommended ages: 6-18)

 **WORLD BOOK**  
PRODUCT DESCRIPTIONS & GRAPHICS

SUPPLEMENTAL



**Activity Corner**- Thousands of fun, cost-effective, hands-on activities with easy instructions. Filter by age, time, cost, theme, and more, to pick the perfect craft! (Recommended ages: 3+)



**Dramatic Learning**- Where creativity, imagination, and learning meet! Access a robust collection of popular plays with everything needed to put on a production. (Recommended ages: 8-16)

WORLD LANGUAGE



**L'Encyclopédie Découverte** - A dedicated French-language database that easily integrates with Kids contains easy-to-read articles, thousands of images, and additional activities. This site was created for younger users who are native speakers as well as those learning the language. (Recommended ages: 6-10)



**Enciclopedia Estudiantil Hallazgos (EEH)**- The ideal Spanish-language reference tool for those learning Spanish and ELL students. Browse features provide visual prompts, and bilingual features allow students to toggle between Spanish and English text. The site includes concise articles, videos, maps, activities, and more. (Recommended ages: 6-12)



**Banco de Contenidos aulaPlaneta** - A comprehensive Spanish database with more than 170,000 articles, images, and videos. Features include a virtual museum, an entire encyclopedia devoted to Mexico, STEM resources, and more! (Recommended ages: 12+)



**Kids eLearn** - An Arabic-language site offering search and visual browse features, simple navigation, and a collection of biographies, science projects, maps, and hand-on activities. (Recommended ages: 6-12)



(800) 975.3250



training@worldbook.com



worldbookonline.com/training



# WORLD BOOK ONLINE TRAINING GUIDE

LEARN MORE

worldbookonline.com/training

Did you know World Book has an entire site designed to help **save you time** and get the most out of your digital resources?

- ✓ Free Promotional Materials
- ✓ Complimentary Training—Weekly Webinars
- ✓ Step-by-Step Written and Video Tutorials
- ✓ Lessons and At-Home Activities



Our **weekly webinars** cover timely topics, enhancements, and creative ways to use World Book. Watch at your convenience—certificates of completion and webinar recordings are provided.



Each month we post new ways to tie our resources to current topics and themes. Visit our **“teaching topics”** or distance-learning page for more ways to incorporate World Book into the classroom.

Remind users they have access! We offer ready-made, complimentary **promotional material** to spread the word to users (colorful bookmarks, social media posts, flyers, posters, and more!)



Dear Instructor,

Great news – the library has a subscription to *World Book Online!* This means you have FREE access to all of the incredible resources for use at home or on the go with any internet-connected device.

### What is *World Book Online*?

A safe, trusted, 21st-century learning environment for students.

- ✓ Educational games.
- ✓ Find material by standard.
- ✓ Lesson plans and WebQuests aligned to curriculum topics.
- ✓ Complex topics are concisely explained at various reading levels.
- ✓ Research tools and a citation builder.
- ✓ Books to read together.
- ✓ Educator tools for instructors.
- ✓ Find reliable information for papers and projects



Take a few minutes to log in and look around – you’ll be amazed by the world of information at your disposal!

Follow the one-time setup steps below to make *World Book Online* easy to access on home devices:



iPad

1. Visit [www.worldbookonline.com](http://www.worldbookonline.com).
2. Log in using the username and password **provided by your library**.
3. Check the box labeled **Remember my ID and password** for faster login next time.
4. Select the **arrow up icon** located in the top right corner of the browser screen.
5. In the bottom row of the pop-up screen, select the **Add to Home Screen** icon.
6. We recommend shortening the name to “World Book Online.”
7. Select **Add**.



Computer

1. Visit [www.worldbookonline.com](http://www.worldbookonline.com).
2. Log in using the username and password **provided by your library**.
3. Check the box labeled **Remember my ID and password** for faster login next time.
4. Bookmark the page and add it to favorites.



Chromebook

1. Visit [www.worldbookonline.com](http://www.worldbookonline.com).
2. Log in using the username and password **provided by your library**.
3. From the browser, choose **More** → **More tools** → **Add to shelf**.
4. You can arrange the items on your shelf by clicking and dragging them.

Encourage Learning  
Anytime, Anywhere!



Username:

Password:



Research



Learn



Explore

Want to know more? Visit [www.worldbookonline.com/training](http://www.worldbookonline.com/training)



**Encourage Learning**

**Anytime, Anywhere!**



Username:

Password:

[www.worldbookonline.com](http://www.worldbookonline.com)

**Encourage Learning**

**Anytime, Anywhere!**



Username:

Password:

[www.worldbookonline.com](http://www.worldbookonline.com)

**Encourage Learning**

**Anytime, Anywhere!**



Username:

Password:

[www.worldbookonline.com](http://www.worldbookonline.com)

**Encourage Learning**

**Anytime, Anywhere!**



Username:

Password:

[www.worldbookonline.com](http://www.worldbookonline.com)

**Encourage Learning**

**Anytime, Anywhere!**



Username:

Password:

[www.worldbookonline.com](http://www.worldbookonline.com)

**Encourage Learning**

**Anytime, Anywhere!**



Username:

Password:

[www.worldbookonline.com](http://www.worldbookonline.com)

**Encourage Learning**

**Anytime, Anywhere!**



Username:

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# HOW TO CREATE A MY WORLD BOOK ACCOUNT

My World Book is a way to personalize your experience by creating a My World Book Account. Once signed in, you can move seamlessly between World Book products, save, create, take notes, and more!

Users can create a My World Book Account from these products. If a product is locked on your Super Home Page, it is not part of your subscription.

For more information, visit:

[www.worldbookonline.com/training/how-to/how-to-create-a-my-world-book-account.htm](http://www.worldbookonline.com/training/how-to/how-to-create-a-my-world-book-account.htm)



## Quick Links

**NEW** World Book Wizard

Maps and Atlas

**My Research**

Timelines

For example, from *Student*, click "My Research" under Quick Links or in the main menu.

This will bring you to the My World Book Account sign-in page. Click "Create an Account," then fill out the fields when prompted and click "Submit."

WORLD BOOK

Log in to your World Book account to personalize your World Book experience, save content to My Research, and utilize any add-on features that are a part of your subscription.

### My World Book Account

Username

Password

**LOG IN** **CREATE AN ACCOUNT**

Need help? [Contact Us](#)

A confirmation message will indicate that your account was successfully created. You will then be logged in to your My World Book Account and will remain logged in as you move between products.

### Create Your World Book Account

Name

Account Type

Username

Enter a password

Retype your password

Email (optional for students)

Security question

Answer to security question

**SUBMIT**

**bulls cannot see the color**



# WHAT DO YOU KNOW

**bats are not  
BLIND**



**the Great  
Wall of China  
is not visible  
from the**

**MOON**



**LEMMINGS  
do not  
jump off  
cliffs in large  
groups**

**no one actually  
has a PHOTOGRAPHIC  
MEMORY**



**SUSHI  
does not  
always  
include  
raw fish**



**CHEWING GUM  
is not harmful if it is  
accidentally swallowed**



**OSTRICHES  
do not hide  
their heads in  
the sand**

**get it right. get it fast. get it from**  
 **WORLD BOOK ONLINE**

**worldbookonline.com**

ID: \_\_\_\_\_

PW: \_\_\_\_\_