# Welcome to World Book Online!



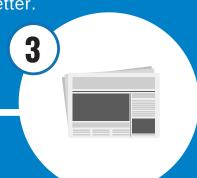
As the ACCOUNT ADMIN, you have a very important job - and we want to make it easy! Follow the tips below to set up your staff and users for success.

START



## Do we have the following from you?

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



Review the
Welcome Letter
sent by our
Customer Success Team.

The email comes from sub.questions@worldbookonline.com.



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

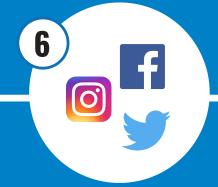
- Standards
- Newsfeed

worldbookonline.com/myaccount

# Did you customize your Super Home Page?

- Add your logo
- Write a Welcome message

worldbookonline.com/myaccount



# Do you follow us on Social Media?

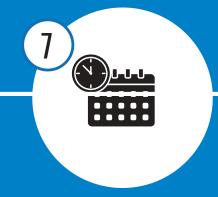
In addition to a monthly customer newsletter, you can stay up to date with Social Media.
Follow us today!



# Are shortcuts and widgets on devices for easy access?

Don't forget student tablets and teacher computers!

Visit www.worldbookonline.com/training to access widgets.



# Have you scheduled training?

Email training@worldbook.com
or call your Customer Success
Representative to set up a
customized training session for
your staff.



## **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

# 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 today!

# START





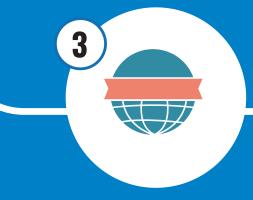
We have ready-made resources to save you time!

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



Don't see one?
You can find this on the Training
Guide under Free Material ->
Letters.

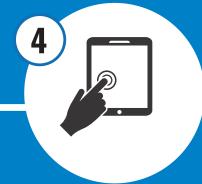
your Account Admin.



## Do you have a personal page?

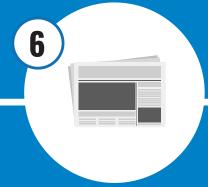
Set up shortcuts for World Book by product. Instructions are on the Training Guide under Free Material → Shortcuts & Widgets

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



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.



# 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!



## Do you have Social Media?

In addition to our monthly customer newsletter, we share ideas and updates here.
Follow us today!



## **SPREAD THE WORD!**

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

under Free Material.Welcome to World Book Letters

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



# **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.

worldbookonline.com/training

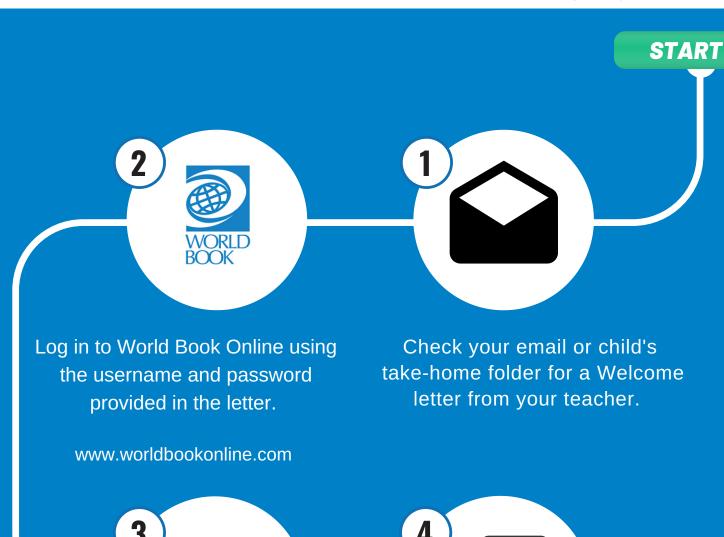
# Welcome to World Book Online!



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 today!



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

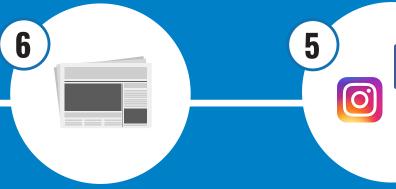
Do you have a computer or tablet that will be used for World Book at home?

Set up shortcuts to make access easy.

These are found on the Training

Guide under Free Material

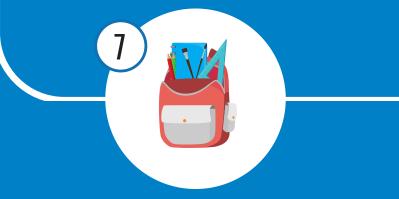
Shortcuts & Widgets



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!





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



Come back often!

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

worldbookonline.com/training



- 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 for schools and libraries, 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. Seamlessly integrate with popular single sign-on providers and learning management systems or link content to other platforms for teaching and learning. The built-in tools are accessible, flexible, and easy to use. Use the virtual training guide for support material, promotional items, and free resources. (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, users can learn the ins and outs of all products and features in the format that they prefer. Beyond teaching tools, this guide also offers 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, Early Learning is designed for preschool students with tools and content that reinforces early childhood curriculum via short videos, read-aloud stories, printable activities, and matching and tracing games, among others. The guided reading program, lesson plans, and curriculum correlations make teaching easier for educators and parents. (Recommended ages: 2-8)



**Kids**- An ideal learning resource for elementary-aged students designed to build confidence and encourage creativity with image-driven navigation and inquiry-based activities. The site features 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 <u>WebQuest</u> and compare and contrast skills with Compare Animals and Compare Places. Additional teaching tools for educators and parents make this a complete solution for early learners. (Recommended ages: 6-10)





**Student-** World Book's beloved Encyclopedia comes to life in a digital format, perfect for elementary and middle school learners to access information from trusted sources. A one-stop shop for cross curricular learning, Student includes 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. (Recommended ages: 8-16)



**Advanced-** In a world of digital news, this resource gives high school students and adults a reliable source to check the facts. The In the Headlines live news feed and world newspapers promote global awareness and international perspective. Primary source documents, biographies, Back in Time articles, and Teaching with Documents all aid in more in-depth and conceptual understanding within the classroom curriculum. (Recommended ages: 12+)

#### **™WORLD** BOOK

**eBooks**- An on-the-go digital library for all ages and reading levels. Get access to engaging sets only available from World Book, including story books, picture books, graphic novels, and chapter books alongside well-known classic titles from famous authors. Books are easily searchable by topic, grade level, and curriculum subject and can be seamlessly integrated with other platforms using the included MARC records and direct links to texts. eBooks also features 24/7, unlimited simultaneous access to every title; a personal bookshelf; offline reading; and annotation tools. (All ages and reading levels)



**Discover**- Make content more accessible to readers of all levels and differentiate instruction in any learning environment with Discover. This site is ideal for struggling readers and English Language Learners and includes a Life Skills 101 section with tips such on topics as applying for jobs, budgeting, arranging housing, health care issues, social skills and more. (Recommended ages: 12+)



**Timelines**- A growing 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



**Homework Help-** A learning-enhancement tool that offers on-demand, one-to-one, live homework help and academic support for 3rd-12th grade. Students are instantly connected to a specialized tutor in the virtual classroom for help in real time. From tackling tough homework assignments to studying for a big test, these highly vetted tutors are available every day after school as well as on weekends. Communication includes the ability to type in the chat area, draw on the whiteboard, and share files. (Recommended ages: 8+)



**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). Wizard is the perfect complement to classroom instruction, and can be used to support struggling students, boost excelling learners, or simply for extra practice and enrichment at home. (Recommended ages: 8-18)

#### **SUPPLEMENTAL**



**Activity Corner**- Thousands of cost-effective, hands-on activities with easy, clear instructions, photographs, illustrations, and more can be found on Activity Corner. Search by standard to supplement the curriculum, or explore the site for fun at home! Every activity contains a list of materials for easy reference and can be printed, e-mailed, or saved to your personal computer. (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. Educators will love the lesson plans and extended learning pieces that help students become more fluent readers, understand core concepts, and internalize content. (Recommended ages: 8-16)



#### FOREIGN 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 and activities more. (Recommended ages: 6-12)



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



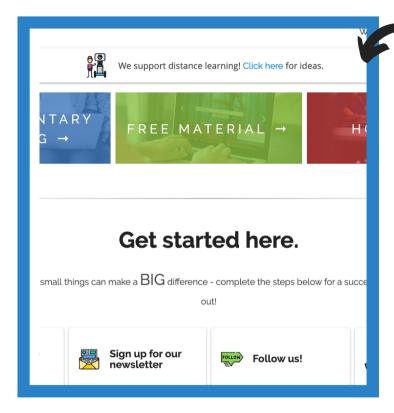
**Kids eLearn** - This unique, Arabic-language general reference site was designed for primary students. A search and visual browse feature enables simple navigation, and a collection of biographies, science projects, maps, and hand-on activities will captivate young learners. (Recommended ages: 6-12)



# TRAINING GUIDE

**DESIGNED WITH YOU IN MIND** 

EASY NAVIGATION • READY-MADE MATERIAL • IDEAS FOR USE



#### WHAT'S INSIDE

Weekly public webinars cover timely topics. Can't attend live? Sign up and receive a recording via email. Certificates of completion avaiable!

Free promotional material - social media posts, bookmarks, letters to distribute, and more!

Feature-specific tutorial videos and how-to pages. Choose your preferred learning style.

An entire site devoted to distance-learning. Includes lesson plans and ideas for use at home.



# CUSTOMIZED TRAINING

Our experienced Professional Learning team will

- Provide an in-depth exploration of key features and benefits of your subscription.
- Present time-saving tips and tricks that can immediately be put to use.
- Demonstrate practical ways to integrate resources into your classroom library, or home.
- Ensure users feel confident, prepared, and eager to use World Book Online!

Contact training@worldbook.com.



# **World Book Educator Starter Kit** for All Grades

World Book Online is the perfect supplement to classroom instruction. Use the guide below to learn more. Click on the links to walk through some key areas to help you use World Book for in-person learning in the classroom and for distance learning. For grade specific kits-visit the training guide.

#### Tour the resource



Learn about World Book Online.

Watch tutorial videos or read how-to use specific features.

#### Introduce Students



Use ready-made <u>resources</u> and <u>WebQuests</u> to help students learn their way around.

## Did you know?



- World Book products are progressive the amount of content, type of content, and wordchoice are carefully designed to meet learners at their given level.
- Every article can be read aloud and translated into over 100 languages.
- Each product has unique features beyond encyclopedia articles.

# **Tips**



Visit the **Educator Tools** section of our products for lesson plans, WebQuests, graphic organizers, and more.

Check out the Training Guide for public webinars, lesson ideas, and other free material!

# Communicate with parents



Post on parent communication platforms.

<u>Provide ideas</u> of how to use World Book at home.

# **Tools for teachers**



Post content on classroom platforms with direct links.

Find material for a lesson using our standard search.

Create assignments with <u>Google Classroom</u>.

Visit our <u>distance-learning site</u> for lesson ideas.

## Cross the curriculum





- Build background knowledge have students complete the WebQuest, <u>"Get to Know: Solar System."</u>
- Read the <u>Solar System</u> article and use the <u>KWL chart</u> as a during reading activity.
- Conduct a research project using Student, then create a timeline (like this) of "Key Milestones in Space Exploration". Turn the timeline in via Google Classroom.
- Need to differentiate? Use this article from Kids for a lower Lexile level, or provide the <u>Solar System</u> eBook.

## Use World Book in the Classroom!

World Book's resources go far beyond a reference tool for reports and papers. There are several ways to incorporate these resources into the everyday curriculum for general classroom instruction, extension activities, collaboration tools, and support for struggling students.

See below for some ideas to get started:



- Build fine motor skills with Print and Do Activities.
- Learn to write letters, numbers, and sight words with the **Tracing** games.
- Practice basic math facts with Color by Number Activities.
- Learn how to speak and spell new words from the read aloud function.
- Play educational games.
- First visual encyclopedia watch videos, have articles read aloud, and explore pictures to learn facts about animals, people, and more!



- Build comfort researching online with **Explore** and **Search** options.
- Use activities, games, and WebQuests for extension activities.
- Develop compare and contrast skills with World of Animals & Compare Places.
- Use **Important People** for reports and projects.
- Play educational games.
- Learn geography with outline maps and flags.
- Conduct science projects.



- Conduct research for call-to-action projects.
- Read current events inside Behind the Headlines.
- Get citations right every time with the citation builder.
- Easily organize articles, media, and citations by topic with My Research.
- Receive guidance on all phases of the research process using the How to Do Research section.
- Learn about important people for a biography or report.
- Save media to Google drive for use in presentations.



- Build global awareness with World Newspapers.
- Access primary source documents.
- Compare events from around the world and see the news cycle in other countries using World Newspapers.
- Save time creating bibliographies with the citation builder.
- Stay up to date on current events through **In the Headlines**.
- Discuss perspective with Back in Time Articles, primary source documents, World Resources, and more!



- An additional source for research.
- Create a family history.
- Build community by having each student creates an "About Me" timeline to share with the class.
- Collaborate on group projects.
- Go beyond a traditional book report to use timelines for story maps, sequence of events, or a character study.
- Keep a log of current events.
- Practice summarizing using timeline descriptions.



- Have books read aloud in Early Readers.
- Research for papers, call-to-action projects, presentations, and reports.
- Leisure reading.
- Annotate and take notes.
- Extension activities found in Crafts & Activities.



- Assist struggling readers with open content and visuals.
- Learn important life skills such as resume writing, buying a car, etc.
- A visual dictionary helps build vocabulary for struggling students and English Language Learners.



- After school program
- Extension activities

Arts and crafts



- Summer reading program
- After school program
- Differentiate instruction

- Literature circles
- Team building









- Support bilingual programs and foreign language classes.
- Build connections and help native Spanish and French speakers learn English by toggling between databases.

#### **Teacher Resources**

- Share articles for pre-reading via Google classroom the day before a lesson.
- Build background knowledge by viewing material together as a class or in small groups.
- Use built-in tools for accommodation on articles such as the ability to change font size, have the article read aloud, translate into another language, and double click words in context to define them.
- Lesson Plans can be found under Educator Tools.
- Help pre-emergent readers learn to read and build phonemic awareness with the read aloud function in Early Learning and eBooks.
- Use World Book as a safe, trusted source to model research in real-time on the Smart Board.
- Discussion questions found on articles can be used as comprehension questions or as pre and post reading questions.
- Find materials by standard to tie directly to lesson objectives.
- Teach active reading strategies with the annotation tools in eBooks.
- Use eBooks for whole group and small group instruction – unlimited simultaneous access promotes collaboration and group work.

- Science Projects & Activities in *Kids* contain a teacher version with a lesson plan.
- WebQuests contain a key and make for a quick sub plan.
- Graphic organizers are downloadable and provide a variety of ways for students to organize their thinking.
- Teaching with documents, found in Advanced, make great lessons with primary sources.
- Save yourself time by using World Book as your source to plan a unit, gather material, fact check, and pull resources for students – much quicker than typing search terms into a browser.
- Provide articles matching the appropriate Lexile level.
- Kick-off mini lessons with a World Book article, video, or parts of speech found inside the dictionary.
- Teach reading with the Guided reading Program found in *Early Learning*.
- STEM support material found throughout the core databases, timelines, and eBooks.
- World Newspapers in Advanced promote global awareness and perspective – how are different countries reporting the same issue?
- Support the early learning curriculum with posters, activities, games, and other material organized by topic (numbers, weather, colors, etc.)

<b>~</b>			
Encourage Learning Anytime, Anywhere!	WORLD BOOK	Encourage Learning Anytime, Anywhere!	WORLD
Username:		Username:	
Password:		Password:	
Encourage Learning Anytime, Anywhere!	WORLD BOOK	Encourage Learning Anytime, Anywhere!	WORLD BOOK
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L		<b>'</b>	

Dear Parent/Guardian,

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.

- ✓Look up answers for homework assignments.
- ✓ Read stories, articles, books, and current events.
- ✓ Complete activities and WebQuests.
- ✓Play educational games.

- ✓ Easily cite sources with the citation builder.
- ✓Practice basic skills.
- Explore pictures and videos.
- ✓ Find reliable information for papers and projects



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

Computer

- iPad
- 2. Log in using the username and password provided by your school.

1. Visit www.worldbookonline.com.

- 3. Check the box labeled **Remember** my ID and password for faster login next time.
- 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.







Research Learn **Explore** 

- 2. Log in using the username and password provided by your school.

1. Visit www.worldbookonline.com.

- 3. Check the box labeled **Remember** my ID and password for faster login next time.
- 4. Select the **arrow up icon** located in 4. Bookmark the page and add it to favorites.

- Chromebook
- 1. Visit www.worldbookonline.com.
- 2. Log in using the username and password provided by your school.
- 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:

Want to know more? Visit www.worldbookonline.com/training

