# SAVVAS
LEARNING COMPANY

# myPerspectives™
ENGLISH LANGUAGE ARTS

# Student Realize Guide:
# Using *my*Perspectives on Savvas Realize™

## Looking for tips on how to:

- Navigate the **Savvas Realize Home Page**?

- Complete an **assignment** and **assessment**?

- Use and access the **Savvas Realize Reader™**?

- Download, complete, and upload a **worksheet**?

- Respond to a **discussion prompt**?

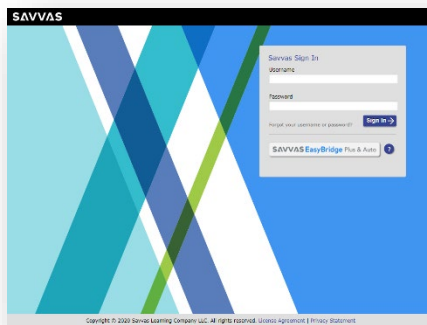- Connect to **Google Classroom™** once your teacher imports the class?

# How To Navigate Your Home Page

Hi, students and families!
Welcome to *myPerspectives* and **Savvas Realize.**

Go to **SavvasRealize.com** to find your online resources, tools, assignments, and scores—all in one place! Your teacher will provide you with login directions.
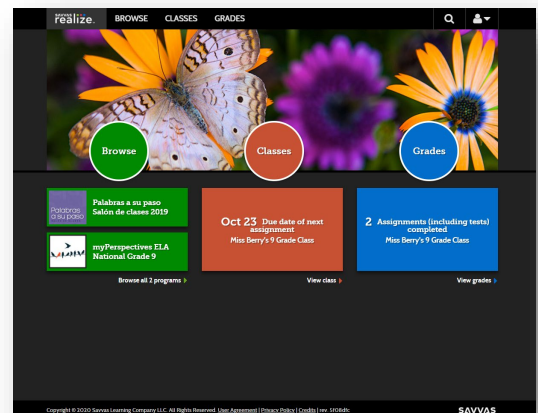
You can take your tests, check your grades, complete assignments, participate in class discussions, and create a cool profile, too.

Welcome to your **Home Page**! You can always get to the home page by selecting the Savvas Realize icon at the top left of the menu bar on any page in Realize.

- **Browse**: View the content your teacher has selected for your classes.

- **Classes**: Access your assignments from your teacher.

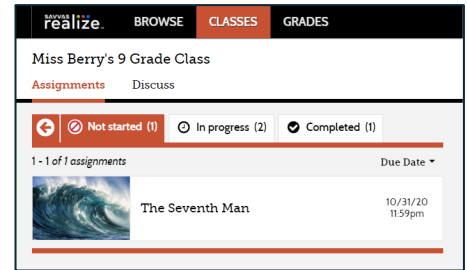- **Grades**: See how you've done on your assignments and tests.

Click the link to watch this how-to **video** about your home page.
Realize for Students: Explore Your Home Page

# How To Complete an Assignment

The **Assignments** page lists all of your assignments as well as provides access to eTexts and your Toolkit.

## Working on an Assignment

1. Click **Classes** in the top menu bar.
2. You will see your **Assignments**. Notice the three tabs—**Not Started**, **In Progress**, and **Completed**
3. Select an **Assignment** to view details (i.e. due date)
4. Read the directions
5. If you have a question for your teacher, add a comment and click **Post**. You teacher can respond to your question.
6. To begin, click on an assignment.
7. Complete the work and be sure to click Exit, Turn In, or Turn In All.

## Assignment Tabs
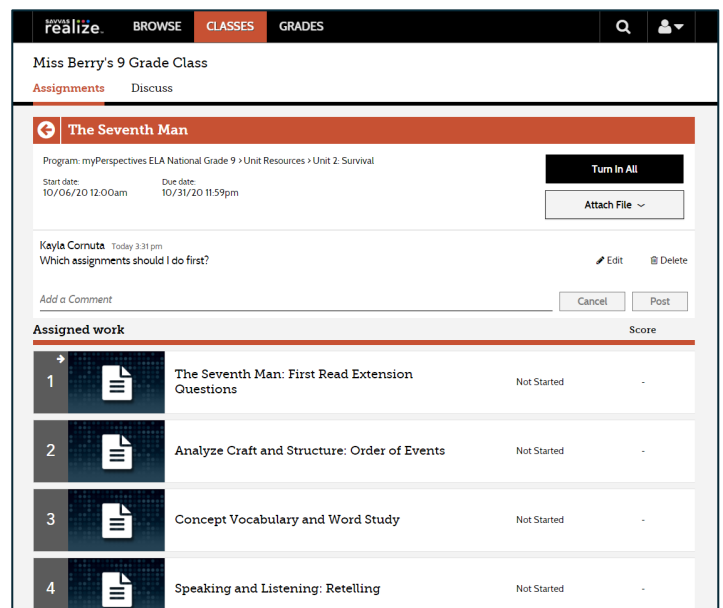
**Not Started:** Assignments that have not been started yet.

**In Progress:** Assignments that have been started but not turned in.

**Completed:** Assignments that have been turned in.

Click the link to watch this how-to **video** about assignments.
Realize for Students: An In-Depth Look at Working on Assignments

# How To Complete an Assessment

The **Assignments** page lists your assessments.

## Completing an Assessment

1. Navigate to your **Classes**

2. To begin, click on the **assessment**.

3. Complete the test and be sure to click **Submit Test**.

4. For auto-scored tests, you will see a **Summary Score** and areas where you need more practice.





## Viewing Your Grades and Feedback

1. In your **Home Page**, you can see the assignments (including assessments) completed.

2. Click on your **Grades** tab**.**

3. The graph on the Grades page shows all the assignments automatically graded by the computer.

4. You can view your **Progress**

5. You can click on individual assignments to see **feedback** from your teacher and your **score**

Click the link to watch this how-to **video** about checking grades.
Realize for Students: Check Grades and View Feedback

# How To Use Realize Reader™

**Savvas Realize Reader™** is a digital book platform that provides you with engaging, interactive learning experiences and allows you to take your textbooks on the go.

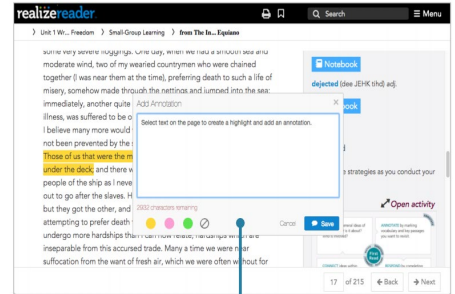realizereader
Online/Offline Access

## Annotations and Highlights

You can create, read, update, and delete annotations and highlights online and offline to engage with the assigned text at any time.

If an assignment was assigned to you, your teacher will be able to see your work.

Click or tap and drag to select words on the page, which enables the highlight feature. Click or tap the **null** sign to remove the colored highlight. Click **Save** to store the annotation.

### Create Annotations and Highlights
- Select a word, sentence or paragraph and choose a color.
- Click or tap **Add Annotation** to annotate the highlight text
- Click or tap **Save**.
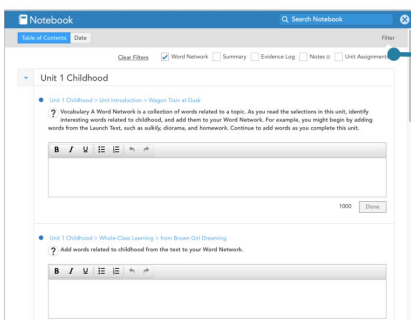
Filter categories are specific to each title.

## Notebook Feature

The Notebook feature allows you to add notes in response to prompts or assigned questions or topics. Work is automatically saved every few seconds as you type, but you can also click or tap the Done when you finish an entry.

If an assignment was assigned to you, your teacher will be able to see your work.

### View Notebook
- Click or tap the **Menu** button.
- Select Notebook to display options for viewing **All Notes** in the current book, or to **Add a Note**.
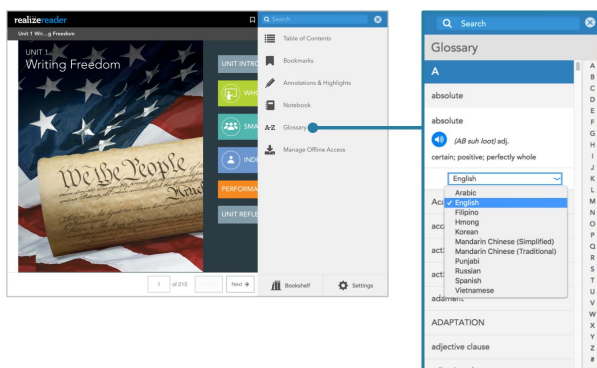
## Glossary

You can access the glossary at any time for the menu. Scroll to view the alphabetic list of terms associated with the book or click or tap on a letter to go directly to the term in the section.

### Using the Glossary

- Select the **Glossary** in the menu to view glossary words in the side panel.
- Click a glossary **word** to display the definition.





Click or tap the **play** button to play the video.

Click or tap the arrow button to show or hide the side content panel.

## Embedded Multimedia

*my*Perspectives uses rich media formats.

### Images

When you navigate to a page that contains an image, clicking or tapping the image will display it in a new page.
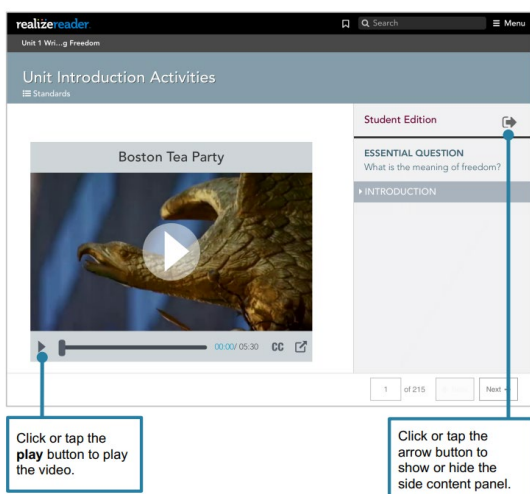
### Audio

There are two types of audio options.
- **Speech-to-text**: As audio plays the corresponding word will highlight.
- **Play-and-Listen-to Audio**: Click or tap  play to listen to the recorded audio.

### Video

Click or tap the video to view.

# How To Access Realize Reader™

**Savvas Realize Reader™** provides online and offline access to the *my*Perspectives Student Edition. You can work offline and sync your completed work!
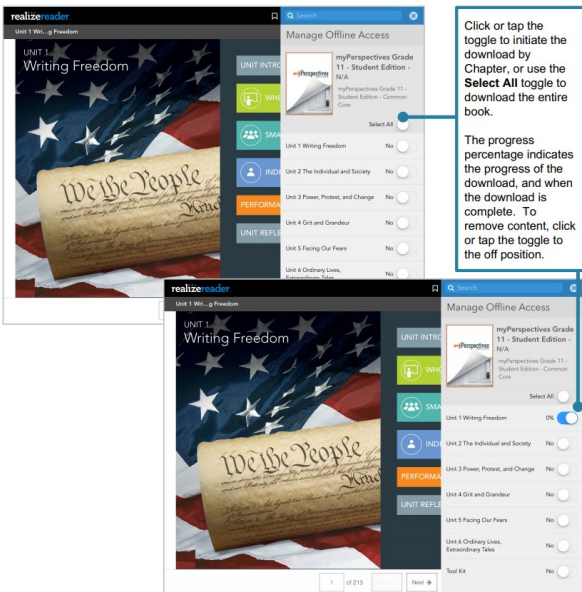


Online/Offline Access

## Accessing Savvas Realize Reader

1. Download the **Realize Reader app** to your Chromebook™, iPad®, or Windows® device.

2. Once downloaded, **open** the app.

3. Log in using your **Savvas Realize credentials**.

4. Click the **download icon** for the item you'd like to access offline.

5. Switch the button on to **Select All** to download the entire book or select by unit.

**NOTE:** To work offline, once the Student Edition content is downloaded, disconnect from Wi-Fi. The downloaded content appears in color and can be accessed offline, while the grayed content has not yet been downloaded, and therefore, cannot be accessed offline.

Your work will sync to the online version of Realize Reader when the device connects again to the Internet. One the sync is complete you can access your work from anywhere—the web or the Realize Reader app on your device.

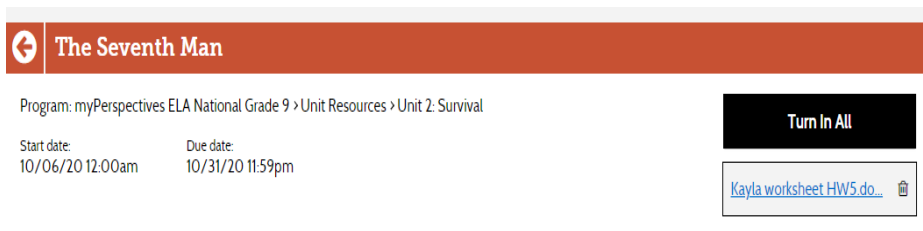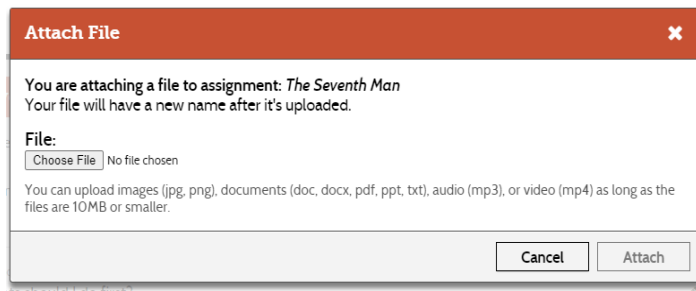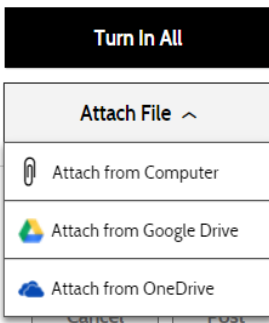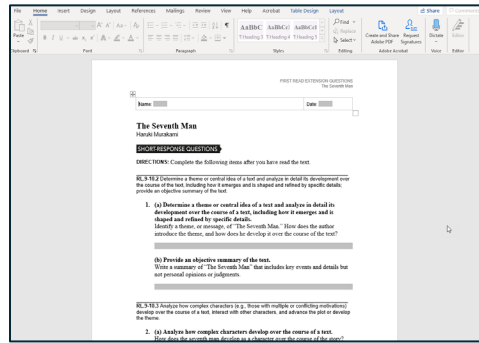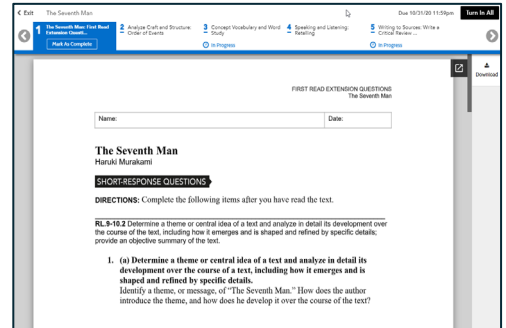Click the link to watch this how-to **video** about offline access.
Realize for Students: Access eTexts Offline

# How To Complete a Worksheet

You can download, complete, and upload a **worksheet** on Savvas Realize.

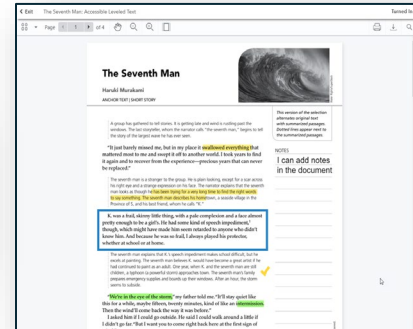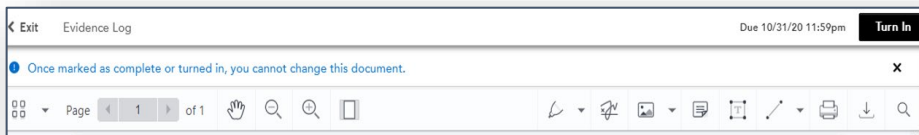## Downloading, Completing, and Uploading

1.  Click on the **assignment**.

2.  Download the **worksheet**.

3.  Open the file and **complete** the work.

4.  Save the **file**.

5.  Attach **file** and click **Turn In.**

# How To Use the Interactive PDFs

When your **teacher assigns you a PDF**, you can complete the assignment by adding text, annotations, comments, and many other formatting options directly in the assignment viewer.

The interactive PDFs are the **Accessible Leveled Texts, First/Close Read Guides, Word Network,** and **Evidence Log.**
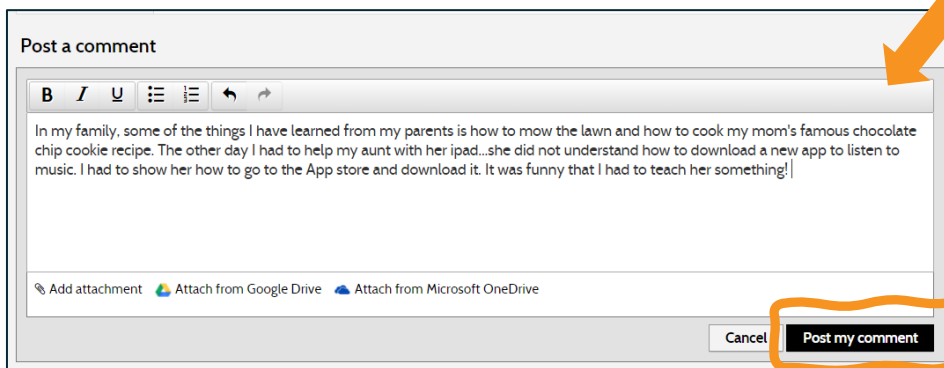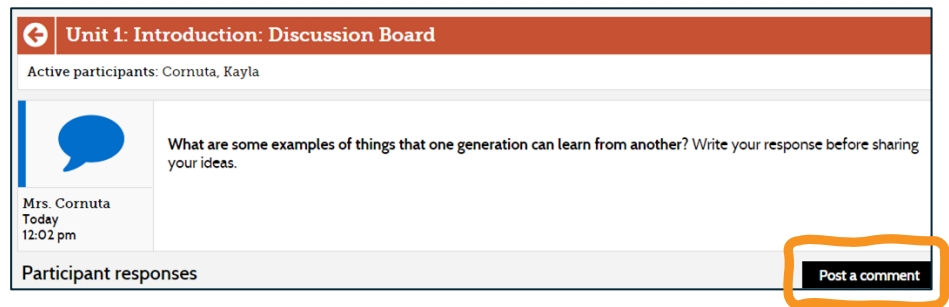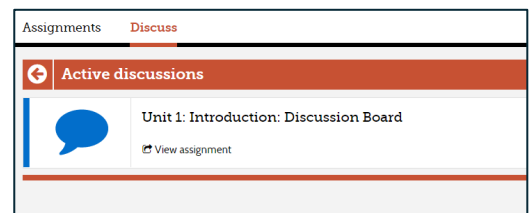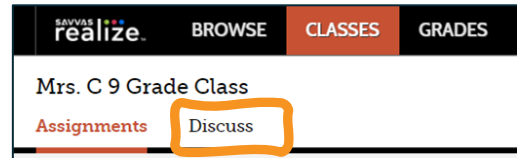
## Completing a PDF Activity

1. Use the **toolbar** at the top of the PDF to add text, highlights, notes and use other formatting options to complete your assignment.

2. Select a **tool** and edit the PDF. When you are done using that tool, select the tool again to save your changes. Repeat this step using additional tools to complete your work.

3. When you are **done** with the assignment, do one of the following:

   - If the PDF is a **single-activity assignment** and you are ready to turn it in, click the **Turn In** button at the top of the assignment viewer, and then click **Turn In** again to confirm you are ready to turn in the assignment.

   - If the PDF is part of a **multi-activity assignment**, click the **Mark as Complete** button in the tab to complete the activity, and then continue progress on additional activities, or click **Turn In All** at the top of the assignment viewer to turn in all the activities within the assignment.

# How To Respond to a Discussion Prompt

**Discussion assignments** are prompts like class forums where everyone participates. By participating in discussions, you can reflect on learning, share ideas and opinions, or ask and answer questions.

## Responding to a Prompt

1. Navigate to your **Classes**
2. Click **Discuss**
3. Click on **Active Discussions**
4. Click on **Post a Comment**
5. Type your **response** in the box
6. Click **Post my Comment**







Click the link to watch this how-to **video** about online discussions.
Realize for Students: An In-Depth Look at Discussion Assignments

Your teacher may assign **Realize assignments** to your **Google Classroom™** account.

## Complete a Realize Assignment in Google Classroom

1. Sign in to **Google Classroom**, and then **select** the Realize assignment.

2. In the new browser tab that opens, wait for the assignment to open, or click **Take me there now**.

3. If prompted, select or **enter** your Google Classroom login information.

4. Click **Allow** in <u>each</u> Google Classroom prompt to grant Realize access to your Google Classroom account.

5. In the Realize assignment details, you can attach files, view your teacher's comments, add comments.

6. Select an **activity**, and then use the assignment viewer to <u>complete the activities in your assignment.</u>

7. Verify all your work is complete, then click **Turn In** or **Turn in All**.

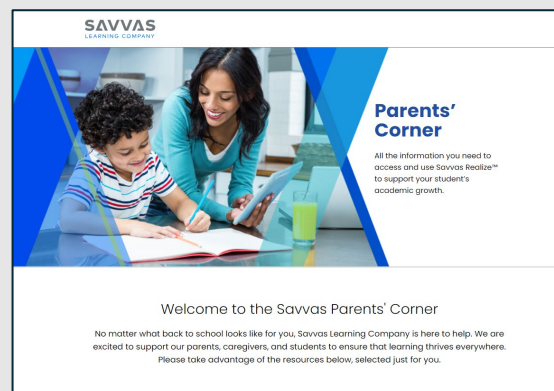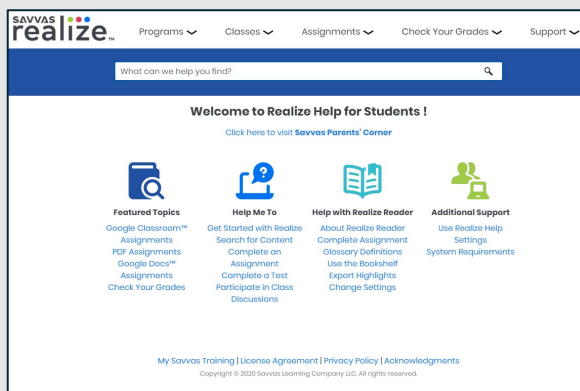SAVVAS **realize™** + **Google** for Education

Click the link to watch this how-to **video** about your student experience.
Savvas Realize: Google Classroom Student Experience

# Together we can make distance learning work!

Need **help** with other digital resources on Savvas Realize?

Visit **Realize Help for Students** to seek help navigating the platform and view support on featured topics.



Visit the **Savvas Parents' Corner** to find all the information you need to access and use Savvas Realize.

Looking for technical support? Visit the links:

- System Requirements
- Technical Support