

Ten Tips from the National Network of State Teachers of the Year (NNSTOY)

## Why You Need the Digital Library

The ideas, activities, tools, and lessons in the Digital Library will help you boost instruction and enhance learning in your classroom. The Smarter Balanced Digital Library is a cohesive online collection of educational resources contributed by educators from states and territories in the Smarter Balanced Assessment Consortium. That means the Digital Library is full of lessons and resources aligned to academic standards and embedded with the formative assessment process. **These are classroom-tested, time-saving resources—at no cost to you!** 



-NNSTOY Report, 2017

#### **Start Smart**

To begin using the Digital Library (<a href="https://sbdigitallibrary.org/">https://sbdigitallibrary.org/</a>), first register for an account. The Digital Library is available to educators with an email address associated with an authorized school or district in participating states or territories.

Once your eligibility is verified, you'll receive a welcome email from Smarter Balanced (Smarter-DoNotReply@smarterbalanced.org). If you don't receive the email, check your spam folder. Your welcome email will contain your user name and temporary password that you'll need to log in to the site. You will change the password once you log in.

# ► REGISTER

for your free Digital Library account\*

#### **► LOGIN**

Registered Digital Library users click here.

#### **CREATE A PROFILE**

After logging in the first time, complete your profile to indicate your content area(s), grade level(s), and student population(s) you work with. **Don't skip this step!** You can change this information at any time, but completing it first will ensure that the resources you see in the Digital Library align with your interests from the beginning.

After registering my professional information, the website took me to the resources that I would likely use. **That was a huge time saver** and made me want to use the site more."

-NNSTOY Report, 2017

#### **TIP #1**

Use the best browser. Chrome, Internet Explorer 9.0+, or Safari 5+ will work best. Firefox may not provide an optimal user experience, so we do not recommend using it.

#### **TIP #2**

**Spend** a few minutes on your profile. This step may feel like it's keeping you from the goodies, but is worth investing in—it'll pay off when the materials you see are matched to your interests.



### **Search for Resources**

To start finding resources, select one of the three **resources areas** from the navigation bar:

**Instructional Resources** Instructional Resources include ideas. activities, tools, and lessons designed to enhance instruction and supplement curriculum within K-12 classrooms.



**Professional Learning Resources** Professional Learning Resources focus on educator professional development.

mentoring, and coaching, and have utility in professional learning communities.



#### **Playlist Resources**

Playlists are collections of Digital Library resources that all focus on the same or similar content, and are organized into progressions of skills or understanding.



#### **Resource Areas**

- ▶ **Instructional**: Resources to use in your classrooms, such as activities, tools, or lessons.
- **Professional Learning**: Resources to deepen your understanding of the formative process.
- Playlists: Collections that connect Smarter Balanced Interim Assessment Blocks (IABs) to Digital Library instructional resources.

Once you've selected a resource type, you'll see a list of available resources. Each resource includes a title and description, as well as number of views, number of downloads, and a peer rating. Notice that your list of resources may go on for several pages.

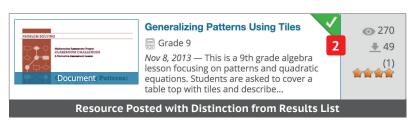
#### **NARROW YOUR RESULTS**

The **filters** to the left of the resources list will be pre-filled with the information from your profile, so the materials you see are already targeted to fit your interests and needs. To modify the search filters, click the plus sign (1) to expand a filter, refine your selections, and narrow your results even more.

#### **SEARCH WITHIN RESULTS AND SORT**

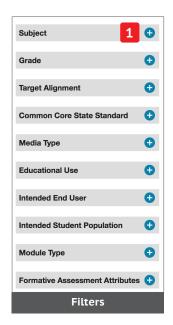
From the search field immediately above the list of resources, click the magnifying glass and enter in search terms to search within your results.

By default, your list of results is sorted based on resources that are "Posted with Distinction" (2) as indicated by the check mark in the top right corner of the resource. Resources posted with distinction have been recommended by all educators who evaluated the resource.





To change how resources are sorted, click on the sort dropdown at the far right of the bar to display the **sort** options (3): Newest, Most Viewed, Most Downloaded, and Highest Rated.



#### **TIP #3**

Be thoughtful about **sorting.** For example, sorting by the ratings may eliminate excellent resources from your top results that haven't been rated yet.



### **Using Resources**

Many resources include multiple components such as PDF files, Word files, or videos. You'll see these resources listed as "Multiple Media" resources on search result pages. This section describes how to view and download all the materials available within your selected resource. We'll refer to an **example resource**, "Teaching the Parts of an Argument to Students" (see screenshot below), to highlight features.

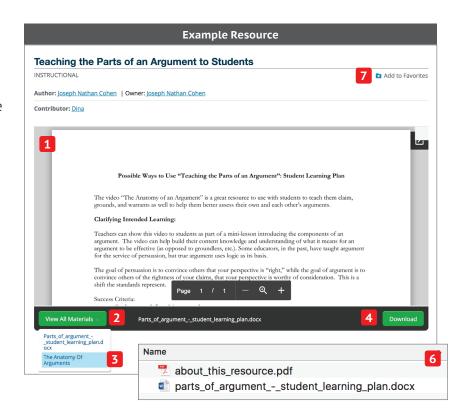
#### **VIEWING MATERIALS**

For Multiple Media resources, the file in the **preview window (1)** is just part of what's available. Click **View All Materials (2)** to see what materials are available and toggle between them.

Our sample resource includes **the video "The Anatomy of Arguments" (3)** in addition to the Word file in the preview window.

#### **DOWNLOADING MATERIALS**

To save all the materials to your computer, click **Download (4)**. The download will produce a single ZIP file containing information about the resource and all the materials to use with the lesson. In our example resource, **the downloaded ZIP file contains PDF and Word file (6)**.



Note that some videos cannot be downloaded, so you'll need to play them directly from the Digital Library. In our example, you can play **the video "The Anatomy of Arguments" (3)** from the Digital Library site when using this resource with your class.

#### **FAVORITE RESOURCES**

To save resources you want to revisit, click "Add to Favorites" (7) to the right of the resource title. By default, favorite resources are saved to a general list in your favorites folder, but you can create collections to better organize all your saved resources into folders.

#### **TIP #4**

Watch carefully for "wayfaring" indicators. Since the Digital Library often has multiple pages of results or several components in a resource, watch for markers where you can access more content: "loading" dots on the bottom of a page, arrows, or drop-down buttons and lists.

To access your Favorites from anywhere in the Digital Library, click "Favorites" in the upper right of the screen. This will take you to your profile, where you can organize and label your favorite resources.

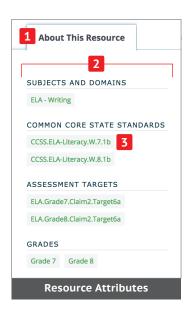


### **Resource Information**

As you scroll down the resource page below the materials, you'll see detailed information about the resource from the "About This Resource" tab (1). This section provides even more useful information about how the resource might align with your instruction, including:

- Summary,
- Specific Connection to the Formative Assessment Process,
- Student Engagement to the Formative Assessment Process,

- Specific Connection to the Common Core State Standards,
- Learning Goals,
- Success Criteria,
- Context(s) in Which the Resource Could Be Used,
- Supporting Evidence, and
- Principles, Literature, or Research.



#### **RESOURCE ATTRIBUTES**

To the left of the "About This Resource" tab is a list of **attributes (2)** for the resource, such as subject and domain, standards, assessment targets, grade levels, media types, and more.

The attributes also function as hyperlinks to more resources with that same attribute. For example, if you click on "CCSS.ELA-Literacy.W.8.1b" (3), you will be taken to another page with resources that are also aligned to that standard. These attribute pages will list all available resources, and as you scroll down the page, resources will continue loading automatically until all available resources are shown.

#### **TIP #5**

**Determine your priorities.** Teachers indicated that the Summary, Learning Goals, and Success Criteria were their most-used components from the "About This Resource" tab.

#### **TIP #6**

**Look for links.** Frequently, text in the Digital Library is also a live link to related materials, explanations, or other useful things. Click around and explore.

Note that all resources are explicitly aligned to the Common Core State Standards (CCSS) so educators can locate appropriate lessons or resources more efficiently. Although your school district may not use curricula aligned to the CCSS, this feature can help clarify how topics or lessons align to the standards.

It's teacher-friendly. I like the overall look including the color palette, font choice, and size. The navigation links are intuitively placed, and I like the boxes that further explain instruction, professional learning, and playlist resources."



#### **RELATED RESOURCES**

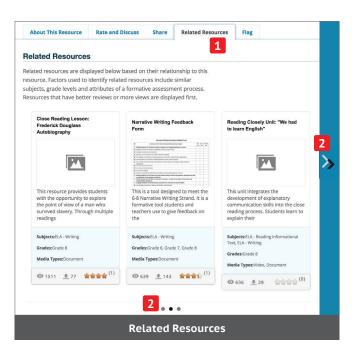
Use the **Related Resources tab (1)** to find similar resources that share attributes. These are useful if you need additional support in a related area or haven't found quite the right resource yet.

TIP #7

Check out the Related Resources
tab. Here you'll find materials that are
similar in content area, grade level,
or formative assessment attribute.

Note that there are two **wayfaring indicators (2)** on this page: the arrows at the sides and the dots at the bottom. The number of dots at the bottom indicate how many total pages of content exist (in the example to the right, there are three pages of

related resources). Clicking the arrows will advance to the next page.



# **Using Playlists**

Playlists are collections of materials organized around a theme or group of standards. Use them to save time locating new and engaging activities to supplement your academic units. Connections Playlists are structured around student performance on Interim Assessment Blocks (IABs) and can also support effective differentiation in the classroom. Learn more about Playlists from the Smarter Balanced website.

#### **TIP #8**

**Use Playlists to determine your next steps.** Playlists are preassembled sets of materials, often with recommendations for students who are Below, At/Near, and Above the standard.

# **Professional Learning**

In addition to the Digital Library's extensive collection of instructional resources, Professional Learning materials are also available. These materials provide guidance on the CCSS, instructional practices and approaches for specific content, assessment techniques, and support for interventions and differentiation. They also provide examples and non-examples of formative processes to help deepen educators' understanding and effective use of formative practices in the classroom. You can use Professional Learning materials individually or with colleagues in a professional learning community.

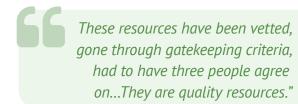
#### **TIP #9**

Take advantage of alignment. The materials in the Digital Library are explicitly aligned to the CCSS, helping you locate resources for a particular standard quickly and easily.



# **Vetted and Approved by Educators**

All materials in the Digital Library are created, reviewed, and approved by educators. Each resource is aligned to research on pedagological best practices and tested in classrooms, and before it can be posted, it must be evaulated by three reviewers. Because of this strict quality control process and our high standards, you can be sure you're accessing truly useful resources.



-NNSTOY Report, 2017

# **Take Your Time and Explore!**

Everyone knows that teachers have constant demands for their time and have many places to search for instructional ideas and supports. Every teacher wants to use their limited time efficiently, too. The Digital Library offers teachers a large variety of resources, so plan take some time to explore the library and all the different search options available to you. Once you familiarize yourself with how the Digital Library works, you'll be rewarded with a useful and relevant teacher-focused tool that will ease your lesson preparation and provide you with an array of high quality lessons, ideas, and references.

#### **TIP #10**

Be prepared to persist. Every educator's needs are different. We encourage you to take some time to familiarize yourself with the Digital Library and explore deeply to find the most (and best!) resources for your teaching needs.



## **Ten Tips for Teachers by Teachers**

- ▶ **TIP #1: Use the best browser.** Chrome, Internet Explorer 9.0+, or Safari 5+ will work best. Firefox may not provide an optimal user experience, so we do not recommend using it.
- ▶ TIP #2: Spend a few minutes on your profile. This step may feel like it's keeping you from the goodies, but is worth investing in—it'll pay off when the materials you see are matched to your interests.
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- ► Tip #5: Determine your priorities. Teachers indicated that the Summary, Learning Goals, and Success Criteria were their most-used components from the "About This Resource" tab.
- ► **TIP #6: Look for links.** Frequently, text in the Digital Library is also a live link to related materials, explanations, or other useful things. Click around and explore.
- ► TIP #7: Check out the "Related Resources" tab. Here you'll find materials that are similar in content area, grade level, or formative assessment attribute.
- ► TIP #8: Use Playlists to determine your next steps. Playlists are pre-assembled sets of materials, often with recommendations for students who are Below, At/Near, and Above the standard.
- ▶ **TIP #9: Take advantage of alignment.** The materials in the Digital Library are explicitly aligned to the CCSS, helping you locate resources for a particular standard quickly and easily.
- ▶ TIP #10: Be prepared to persist. Every educator's needs are different. We encourage you to take some time to familiarize yourself with the Digital Library and explore deeply to find the most (and best!) resources for your teaching needs.