

TEACHER'S EDITION


**HOORAY
WRITING!**

HOW TO GET AROUND THE SITE!

Sign Up Here and Start Your Journey:

WRITERS

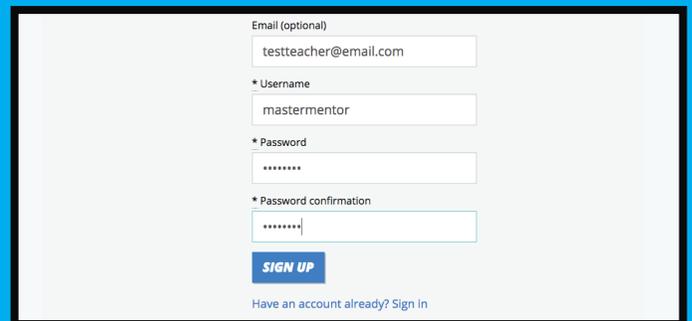
EDUCATORS

1. SELECT EDUCATORS WHEN YOU SIGN UP!

We're all writers at heart but if you want to use the site to manage a class or to teach, select **"EDUCATORS"**. If you want to use the site to write great stories then check out the **WRITER'S EDITION PDF** back on the welcome page.

2. SET UP A USERNAME AND PASSWORD!

First time users will create an account by providing an email address, a username, and a password. No restrictions on usernames. **Passwords must be 8 characters long and must include a number.**



Form fields for sign-up:

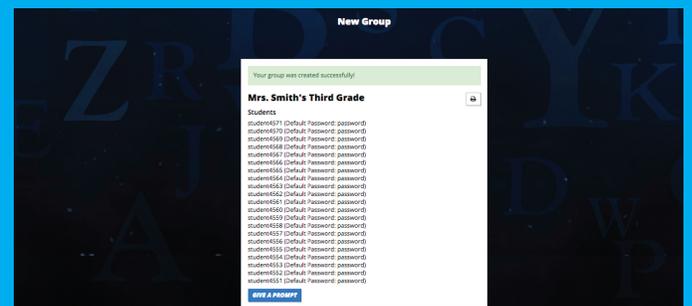
- Email (optional): testteacher@email.com
- * Username: mastermentor
- * Password: [masked]
- * Password confirmation: [masked]
- SIGN UP button
- Have an account already? Sign In

3. CREATING YOUR FIRST CLASS!

After your account has successfully been created, you will need to build your first class. Simply name the class (e.g. "Horizon Elementary Mrs Smith's Fifth Grade" or "MrJones7thPeriod CW"), give the number of students in the class (this can be changed in Step 8), and set a class password.

4. PRINT YOUR CLASS LIST!

Your class has been created (and student's will change their usernames when they first log in)! You may print out the class list now or move right along to **Give A Prompt!**



New Group

Your group was created successfully!

Mrs. Smith's Third Grade

Students

- Student#4371 (Default Password: password)
- Student#4372 (Default Password: password)
- Student#4381 (Default Password: password)
- Student#4382 (Default Password: password)
- Student#4383 (Default Password: password)
- Student#4384 (Default Password: password)
- Student#4385 (Default Password: password)
- Student#4386 (Default Password: password)
- Student#4387 (Default Password: password)
- Student#4388 (Default Password: password)
- Student#4389 (Default Password: password)
- Student#4390 (Default Password: password)
- Student#4391 (Default Password: password)
- Student#4392 (Default Password: password)
- Student#4393 (Default Password: password)
- Student#4394 (Default Password: password)
- Student#4395 (Default Password: password)
- Student#4396 (Default Password: password)
- Student#4397 (Default Password: password)
- Student#4398 (Default Password: password)
- Student#4399 (Default Password: password)
- Student#4400 (Default Password: password)

VIEW A PROMPT

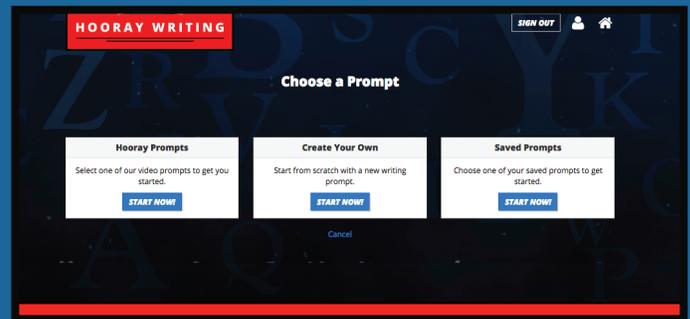
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5. CHOOSING A PROMPT!

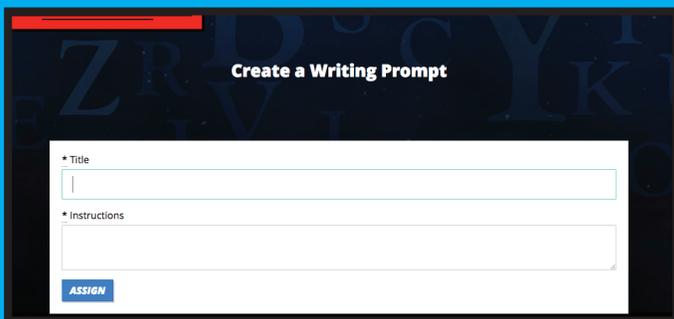
You will next be given three types of prompts to assign to the class. **Hooray Prompts** are videos prompts produced by us. **Create Your Own Prompts** are quick prompts you assign to the group. **Saved Prompts** give you a list of all the CYO Prompts that you have previously sent out and you to reassign one.



6a. CREATE YOUR OWN PROMPT!

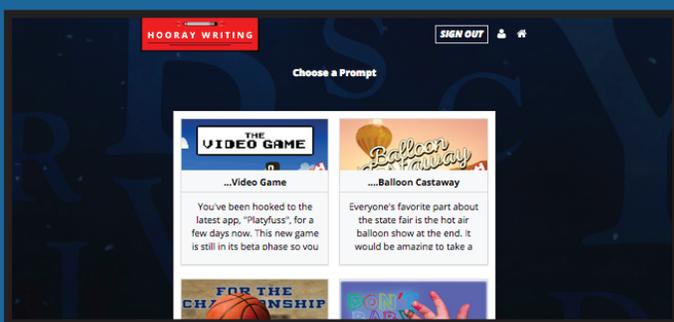
Title the prompt whatever you'd like. We'd recommend a date in the title as well. In the instructions write out the prompt you'd like the students to answer. When you're set click **"Assign"** and it will go out to the whole class.

***All your prompts automatically get sent to the Saved Prompts tab so you can reuse any prompt at any time.**



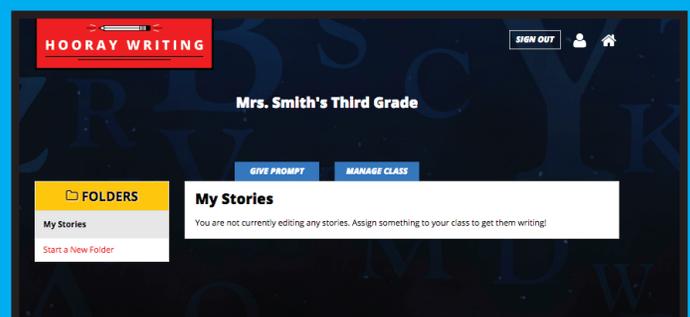
6b. ASSIGNING HOORAY PROMPTS!

Clicking the **"Hooray Prompts"** will lead you to a prompt page full of Hooray Writing video prompts. Check out one of the prompts by looking at its image and reading the description. Clicking on the prompt will automatically assign it to your class.



7. ORGANIZING THE CLASS WORKSPACE!

Once you assign your first prompt you should be taken to the **Class Workspace** page. On this page you can get a general overview of your class. You can assign prompts, manage the class, organize work into folders, and see assignments that need your editing!



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8. MANAGE YOUR CLASS!

The **Manage Class** tab takes you to the screen below.

Add students to the class using an email or pre-existing username.

Print out a class list with every student's username and password.

Reset any password or delete any student from your class.

The screenshot shows the 'Manage Group Members' interface for 'Mrs. Smith's Third Grade'. It features a table of students with columns for Name, Username, Email, and Delete. Each row includes a 'RESET PW' button and a delete icon. A search bar at the top allows filtering by 'Username or Email'. To the right, there is a form to 'Add Students' with fields for 'Number of Students' and 'Default Password', and a 'CREATE STUDENTS' button. Below this is a 'Class Token' section with a link to join the class.

Name	Username	Email	Delete
First Name Last Name	student4571	student4571@storypo	RESET PW [Delete]
First Name Last Name	student4570	student4570@storypo	RESET PW [Delete]
First Name Last Name	student4569	student4569@storypo	RESET PW [Delete]
First Name Last Name	student4568	student4568@storypo	RESET PW [Delete]
First Name Last Name	student4567	student4567@storypo	RESET PW [Delete]
First Name Last Name	student4566	student4566@storypo	RESET PW [Delete]

Add a new group of students to your class with a new password.
(or use the same password you gave the rest of the class)

Each class has a specialized token (or link) that will allow anyone to join the class instantly. Simply email this token to any email and that user will join the class.

9. GOING HOME!

Clicking the house icon in the top-right corner of the screen will take you to **Your Dashboard**. Here you can see each of your classes, you can create a new class (or writing club, extra credit group, little authors clique, etc.), and you can delete classes. Clicking on the name of the class will send you to the **Class Workspace** (Step 7). The home icon can always be found in the top-right corner.

The screenshot shows the 'Your Dashboard' interface. At the top left is the 'HOORAY WRITING' logo. At the top right are 'SIGN OUT' and a home icon. Below the header, there are two class cards: 'Mrs. Smith's Third Grade' and 'Mrs. Smith's First Grade'. Each card has a 'MANAGE' button and a delete icon. A 'NEW GROUP' button is located at the top right of the dashboard area.

Here is the home icon.

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10. UPDATE YOUR PROFILE!

Clicking on the person icon in the top right corner will take you to **Your Profile**. Here you can change your email or password, write a quick bio, upload an avatar (simple image), and more! Whenever you make changes to your profile you must include your current password before you update.

You can see any badges YOU'VE earned here. (You can give awards to students in the editing process)

As a teacher, you can use Hooray Writing resources for free. This subscription tab is for the students who want more writing adventures made by us at Hooray!

Once you've put in your current password press the update button to apply your changes.

The screenshot shows the 'Your Profile' page in the Hooray Writing application. The page is titled 'PROFILE' and features a navigation menu on the left with 'Awards' and 'Subscription' tabs. The main content area includes an 'Avatar' section with a red apple image and a 'No file chosen' button. Below are input fields for 'Email' (testteacher@gmail.com), 'First name' (Sally), 'Last name' (Smith), and '* Username' (mastermentor). A 'Bio' section contains a text area with the text: 'Sally Smith loves teaching first and third grade at Horizon Elementary School. She also loves chocolate rice krispies treats and her dog, Theo.' There are also fields for 'New password', 'Confirm your new password', and 'Current password' (with asterisks). At the bottom are 'UPDATE' and 'Cancel' buttons. A footer contains 'Privacy Help Blog'.

This is the profile icon that will take you to the profile page at any time.

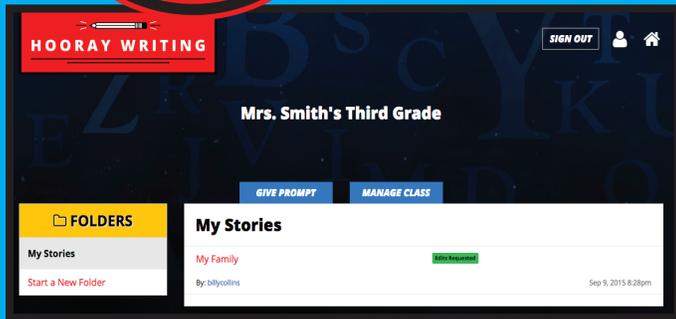
This avatar will be linked to your account and any of your classes. Students will use it to easily recognize your group.

Whenever you make changes to your profile YOU MUST provide your current password BEFORE YOU UPDATE.

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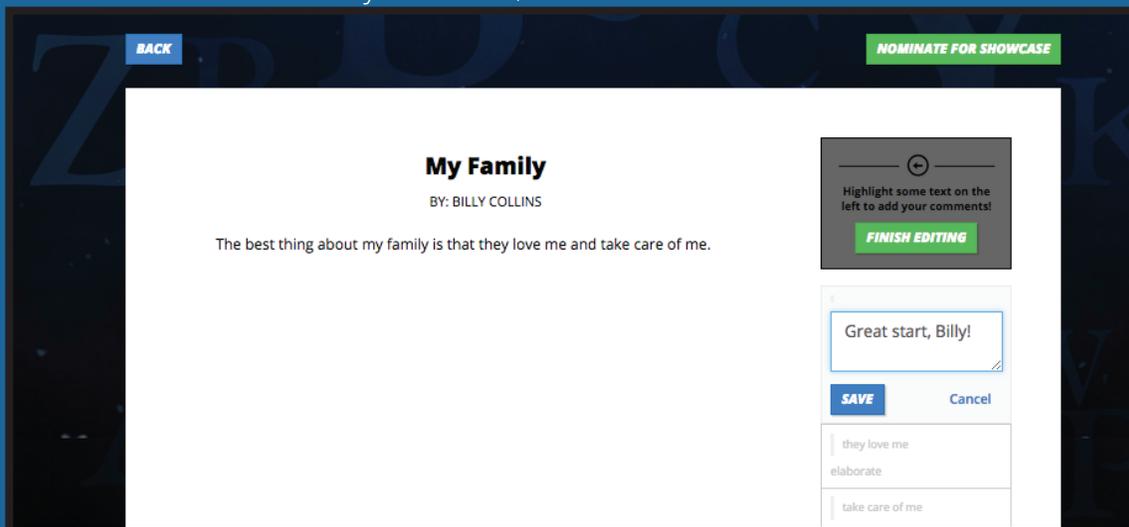


11. ASSIST A STUDENT!

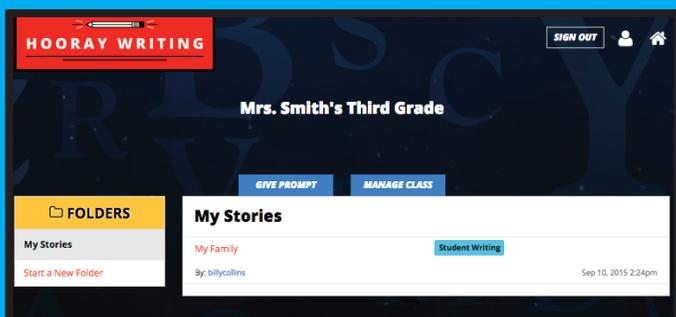
When a student is ready for you to edit their work they will click a **Submit for Edits** button. On the **Class Workspace** page (step 7) you will receive a green notification that there is student work waiting for your edits. Click the story and it will take you to the editing page.

12. EDITING A STORY!

This is the editing page for Hooray Writing. Highlight whatever needs improvement or needs a comment from you. A comment box will then appear on the right side of the page, make your notes, and save the comment.



You can also send exemplar pieces to a class showcase by clicking **Nominate For Showcase**. You will create a new showcase or send the story to a previously made class showcase.



13. WAITING ON WRITERS!

When you're done with your edits click Finish Editing and you will be taken back to the **Class Workspace** page. Notice the notification is now blue, letting you know the student is now responsible for continuing.

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14. TEACHING OTHERS!

HOORAY! That's all there is to the Educator's Side of Hooray Writing. If you want to help your students along, check out the **WRITER'S EDITION PDF** back on the site. You can also set up your own writer's account for free and learn about the site that way.



If you have any further questions or concerns feel free to contact the Hooray Writing team at:

help@hooraywriting.com

Thank You!

