# A Self Guided Introduction to Gizmos!

Welcome to ExploreLearning Gizmos! This self-guided tutorial is designed to help you begin using Gizmos today; it is not a substitute for Gizmo Initial Training or the Gizmo Online Course. Please contact **Pam Berry** (pberry@explorelearning.com) to set up training for your school or enroll in our three-week online course.

Logging In and Getting Started (Note: Skip this section if you have already activated your account.)
1. Obtain your teacher account information from your principal.
2. Go to ExploreLearning.com and click on "Login."
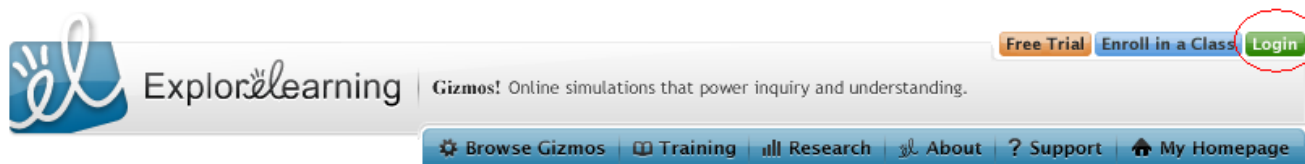
3. Enter your generic Username and Password you got from your principal and click Login.
4. Update your Profile Info. Here is where you will enter your:
   - First and Last Name
   - School e-mail address
   - What you teach:
     i. click on the respective tabs: Grades 3-5, Grades 6-8, Grades 9-12
   ii. choose **any or all** that apply

5. Click on the "Continue" bottom right hand of the screen and double check your profile information and click the "Submit" button.
6. Congratulations! You are now into the ExploreLearning.com website and ready to proceed.

Changing your Username and Password
(Note: Skip this section if you have already customized your login.)
1. Click on "Settings" on any page.
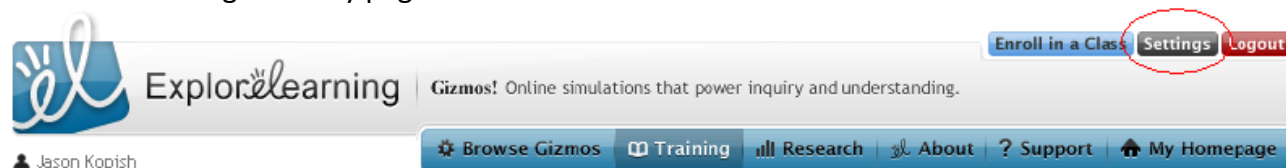
2. To customize your login information, scroll down to the Update Username and Update Password sections.
3. Type in a **Username** of your choice, the **Current Password** and a **New Password**. Click "Save."

Tip: It is recommended that you use your school email login and password for your ExploreLearning account.

Me Tab

The "Me" tab will house important information for you and the classes you teach. Check it out when you have time. To access your "Me" tab, click on the "My Homepage" button at the top right of every screen.
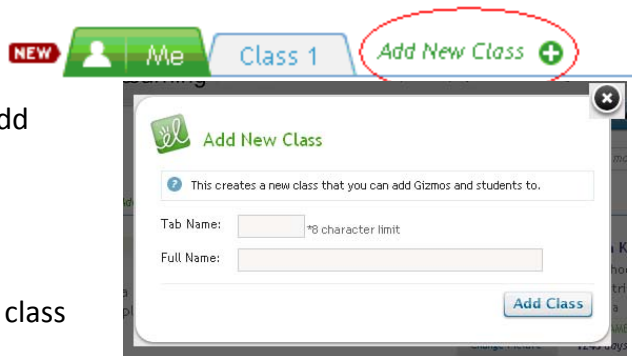
Adding Classes and Changing Class Names

You can add up to 6 classes to your Homepage, and add Gizmos to each class to customize it to what you are teaching.

Adding a Class
1. Go to the "My Homepage" by clicking on the button at the top right of any screen.
2. Click on "Add New Class."
3. Enter the Tab Name and the Full Name and click "Add Class."

Change Class Name
1. Click on the class tab you wish to rename.
2. Click on "Rename Class" located under the detailed class name.
3. Enter the new Tab Name and Class Name and click "Save."

Browsing for Gizmos

To browse for Gizmos, click on the "Browse Gizmos" button.

We have categorized our library of Gizmo resources in several ways. You can look for a specific Gizmo under subject, grade level, topic, curriculum correlations (i.e. Florida Sunshine State Standards), and textbook correlations or by alphabetized lists.

To view a Gizmo, simply click on the Gizmo picture, the title of the Gizmo, or the **Launch Gizmo** link.

Tip: Gizmos have universal appeal! Just because a Gizmo might be categorized for 3rd -5th grade, middle school and high school students often find them excellent reinforcement activities. You have access to the entire library of Gizmos.

When Browsing for Gizmos, be sure to check out the **Lesson Info** and **Lesson Materials**. There is a wealth of supporting material behind every Gizmo in our library.

Adding, Removing, and Hiding Gizmos in your Class Tabs

Adding Gizmos to Class Tabs
Any time you find a Gizmo that you like, you can pre-select it for your students.

1. Click "Add to Class."
2. Select the class to receive the Gizmo and click the +ADD button.
3. The green check mark indicates the Gizmo will be added to your class tab when you click "Done."

Removing Gizmo from Class Tab
1. To remove a Gizmo from a class tab click on the "x" located by the specific Gizmo you wish to delete.

Hiding Gizmos
The Hide/Unhide feature allows you to compile a comprehensive list of Gizmos but only reveal to your students the ones pertaining to the lessons you are currently teaching.

1. Click "Hide" on the Gizmo you do **not** want your students to see when they access your class. The Gizmo will now look transparent. It is still fully functional to you but not visible to your students.
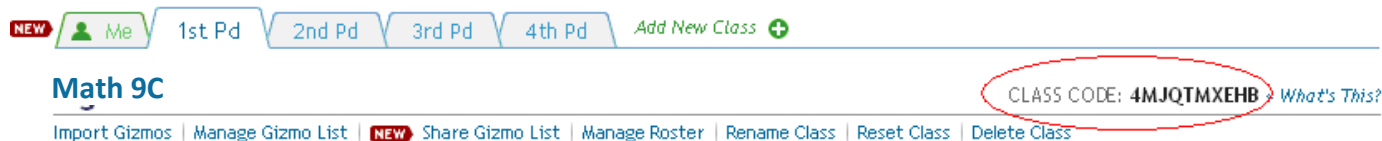
2. To Unhide a Gizmo, click "Unhide."
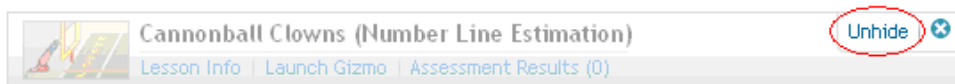
Students Enrolling in Your Class

The simplest way to provide students with access to Gizmos is to have them enroll themselves. All they require is the **Class Code** to your Class Tab.


1. Click on the "*What's This?*" link next to the Class Code to provide students with an enlarged view of the class code. The printable handout provides students with step-by-step enrollment instructions.

   Tip: Offer your students some guidance in choosing an appropriate username and password. This will reduce the chances of them forgetting it.
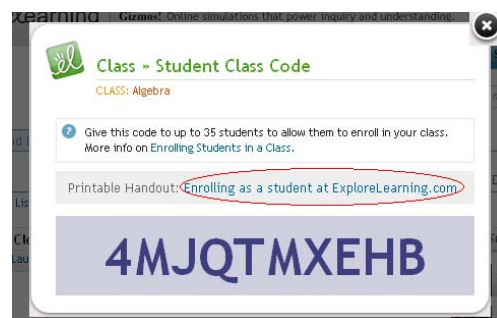
Class Functions

There are several functions that are designed to help you customize your class tabs and integrate Gizmos into your teaching. These functions appear on all of your class tabs: Import Gizmos, Manage Gizmo List, Share Gizmo List, Manage Roster, Rename Class, Reset Class, and Delete Class.
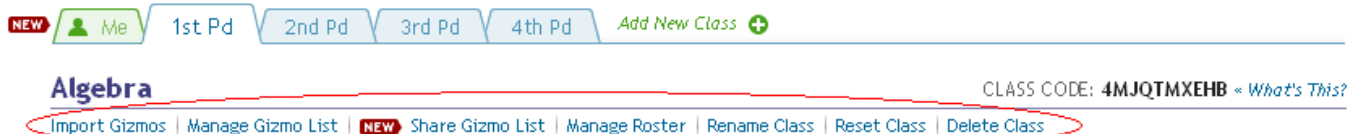
Import Gizmos: This function allows you to import an entire list of Gizmos from one class to another.

Manage Gizmo List: This function allows you to organize your Gizmos list and add headings to orient students.

Share Gizmo List: Once you have a refined a list of Gizmos for a class, you may want to make it publically available for others to use.

Manage Roster: This allows you to add or remove students from your class and view their information.

Rename Class: This function allows you to change the Class Tab name and the Full Name of the class.

Reset Class: This function **permanently deletes all students and Gizmos** from the class.

Delete Class: This function **permanently deletes a Class Tab**.

Support

Gizmos are a great way to enhance lessons you already teach. Remember, this guide is not a substitute for training but rather a tool to get you started using Gizmos. The Support and Videos pages on ExploreLearning.com have additional resources to help you begin using Gizmos. Please contact me with questions, comments, or to schedule a date for professional development. I am here to help.

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