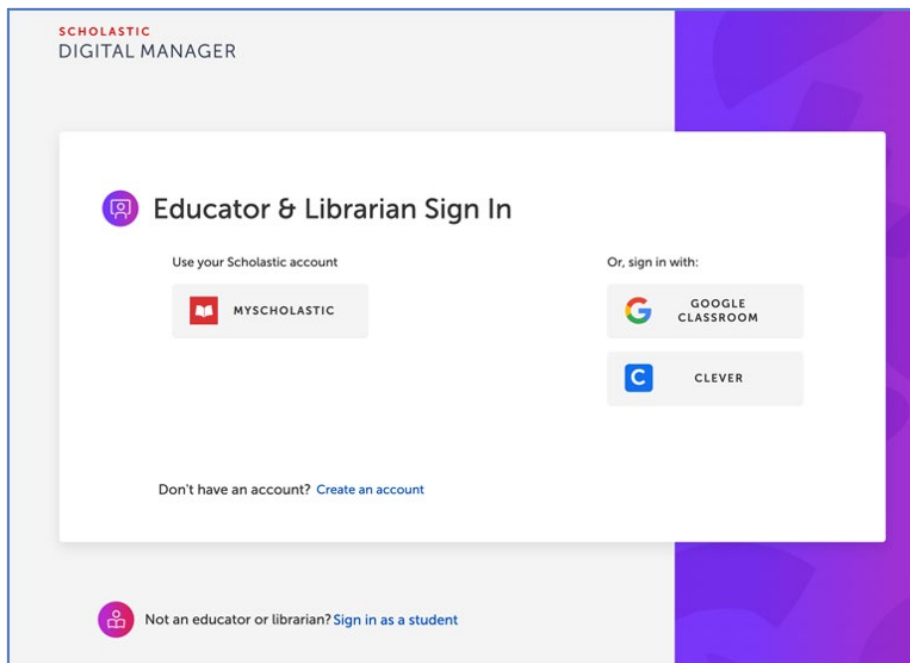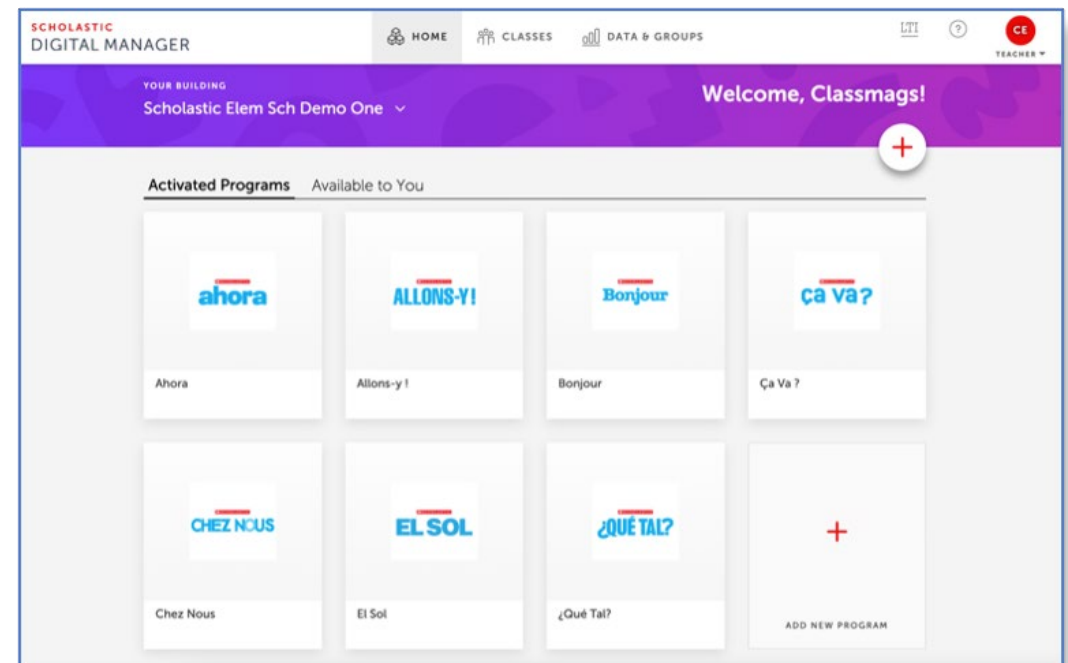# SCHOLASTIC mary glasgow

# Mary Glasgow Magazines step-by-step guide to creating classes and using the Language Lab

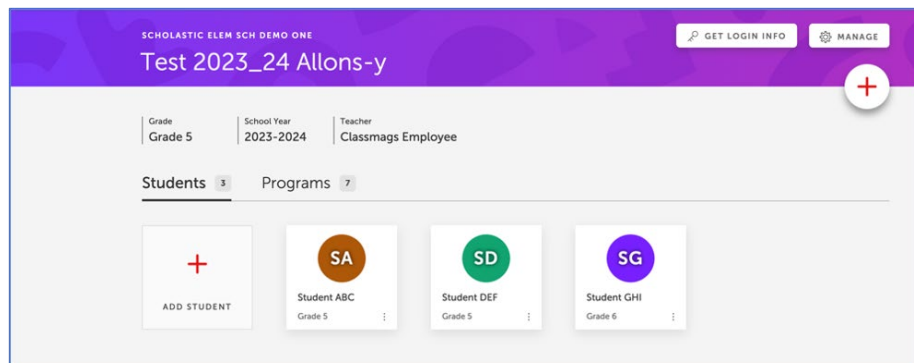**1** Begin by logging into your Scholastic account at **digital.scholastic.com**:

**2** Once you have logged in, you will see all the magazines you subscribe to. To add new subscriptions, click the **+** on the right:



SCHOLASTIC
DIGITAL MANAGER

Educator & Librarian Sign In

Use your Scholastic account

MYSCHOLASTIC

Or, sign in with:

GOOGLE CLASSROOM

CLEVER

Don't have an account? Create an account

Not an educator or librarian? Sign in as a student



SCHOLASTIC
DIGITAL MANAGER

HOME     CLASSES     DATA & GROUPS

YOUR BUILDING
Scholastic Elem Sch Demo One

Welcome, Classmags!

Activated Programs     Available to You

ahora — Ahora
ALLONS-Y! — Allons-y !
Bonjour — Bonjour
ça va? — Ça Va ?
CHEZ NOUS — Chez Nous
EL SOL — El Sol
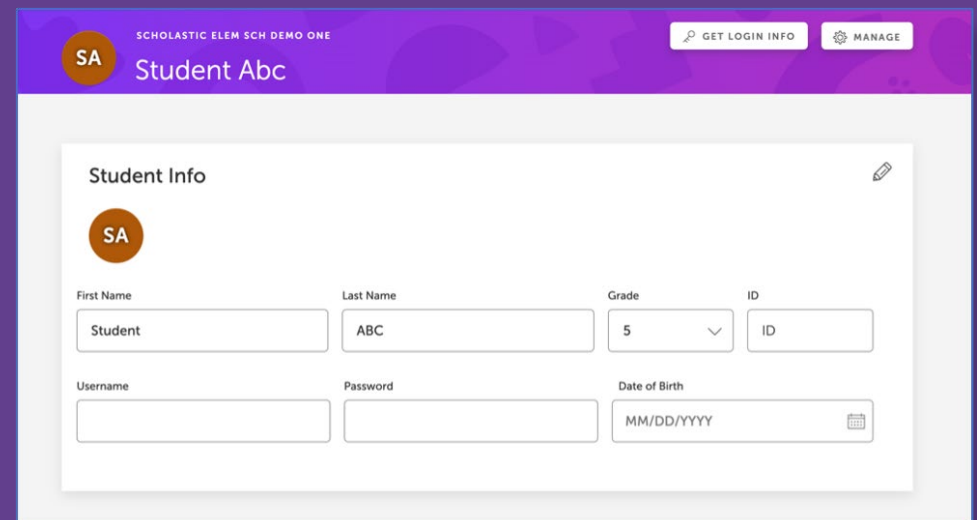¿QUÉ TAL? — ¿Qué Tal?
+ ADD NEW PROGRAM

**3** To add classes and students manually, click the '**CLASSES**' tab at the top. Then click '**ADD NEW CLASS**'. Enter the Class Name, Grade and Co-teacher if applicable. Click '**CREATE CLASS**'.

To add students manually, click on the relevant class. Then click '**ADD STUDENT**' and enter the information.

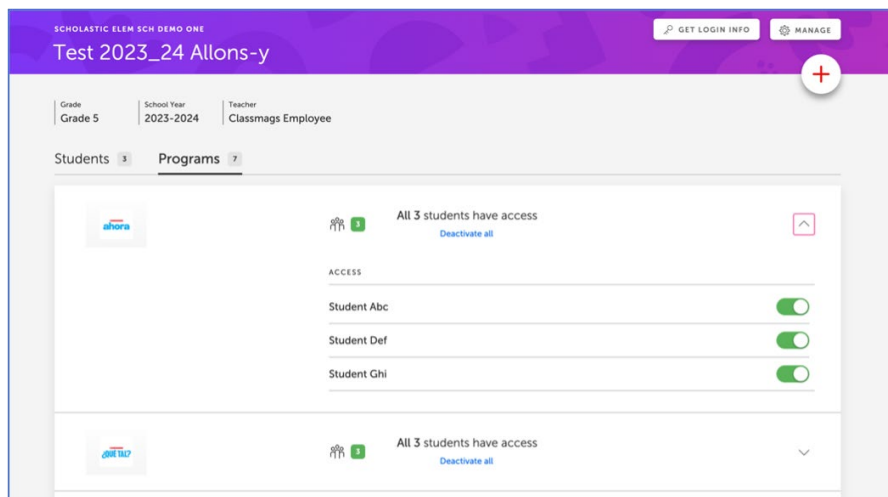You will then be able to see all students in a class:



**4** To find each student's login information, click their name. They can use their username and password to log in (these will be randomly assigned to students in your **SDM**):
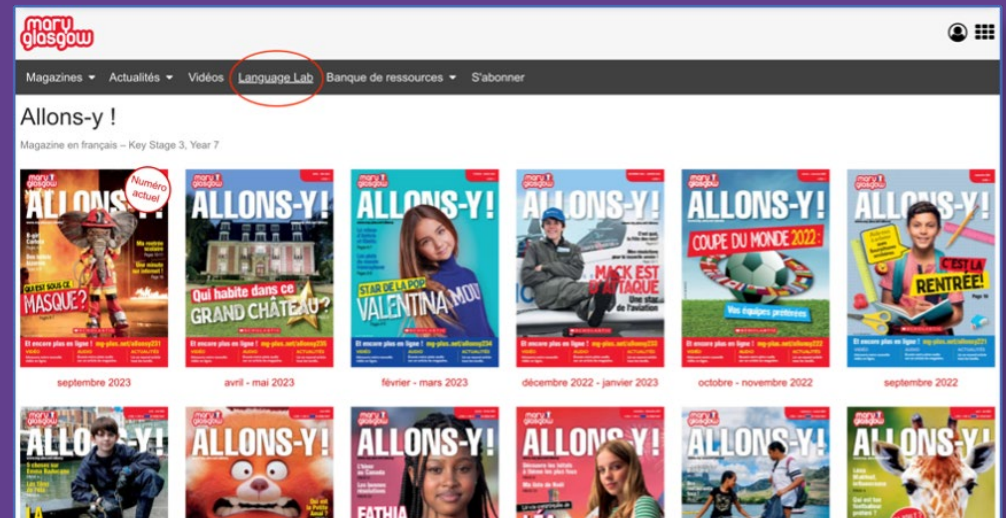


To easily share usernames and passwords with your class, click '**GET LOGIN INFO**' to print a handout or badges.

**5** If you use an LMS like Google Classroom, Clever or ClassLink, you can find more information on rostering students here: **https://bts.scholastic.com/teachers/mary-glasgow-magazines.html**
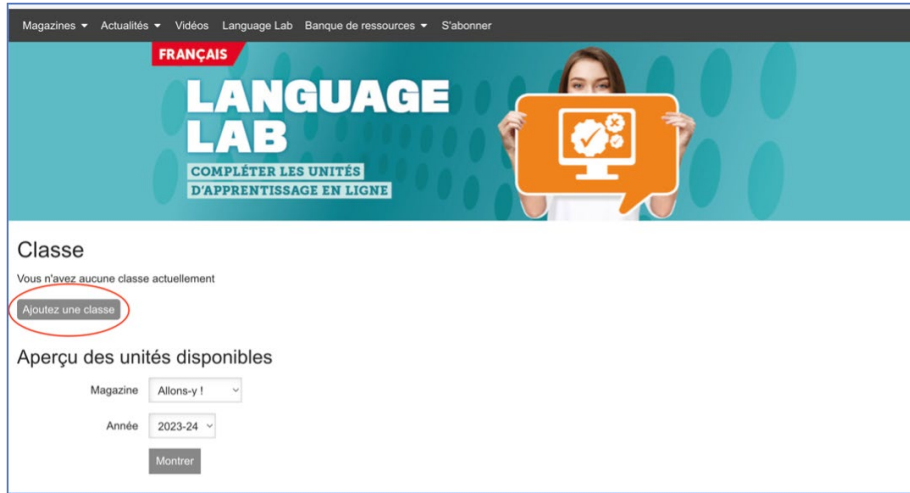
If you subscribe to multiple magazines, you can choose which students can access which magazines under the **CLASSES** tab, in **PROGRAMS**:
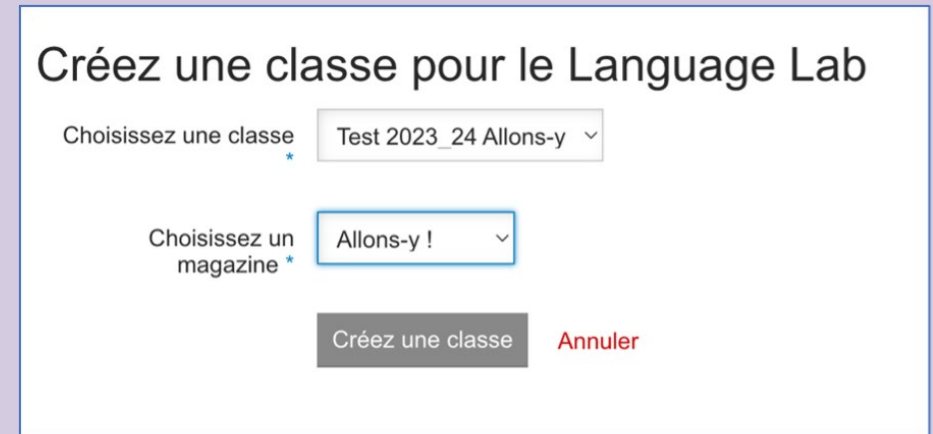


**6** To create your classes in the Language Lab, click a magazine title to take you to the website, then click on the **Language Lab tab**:
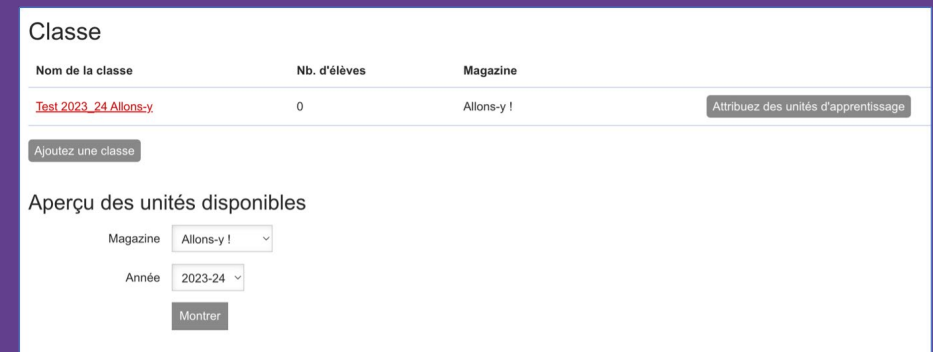
**7** Here you can view your classes. To create a new class, click '**Add a class**' (this will be in the target language):
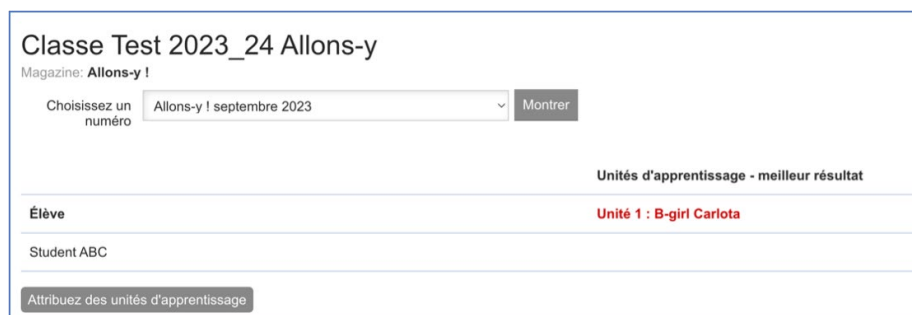


**8** Select your class and the correct magazine from the drop-down menu. These will be the same classes that you created in the SDM earlier:



**9** **Note:** If you wish to assign multiple magazines to the same students, you will need to create two separate classes and choose different magazines for each. You will now be able to see the class in the Language Lab, as well as the number of students in it. You can also assign units here by clicking the gray button:

**10** For students to join the Language Lab, they will have to log into the website using their usernames and passwords and then navigate to the Language Lab area. Once they have done this, their usernames will show on your Language Lab area.
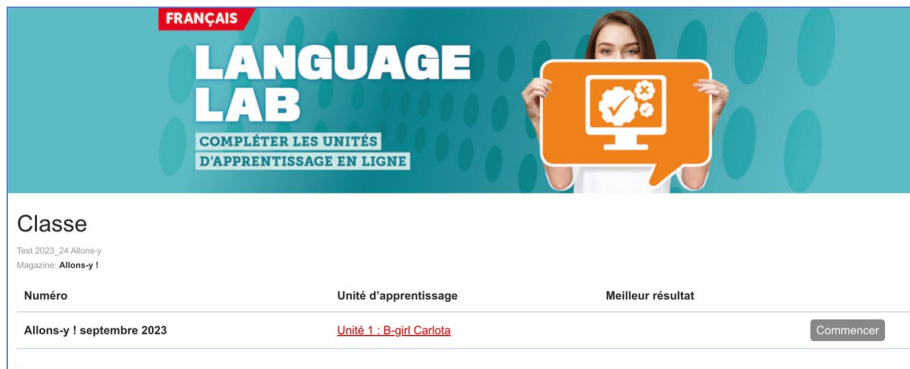


**11** Once you have assigned a unit to the class, they will be able to complete it. To assign a unit, click '**Assign a learning unit'** (this will be in the target language) and select which units you want to assign. You can assign units from previous years using the drop-down menu:

**12** Students will see a list of the units you have assigned, and be able to complete it by clicking '**start**' (in the target language):



**13** Their result will show in the '**best result**' column. If they redo the unit and get a better score, it will update.

You can see your students' scores by clicking on the class and looking in the right-hand column.
To check their answers, click '**check**' (in target language):