

Welcome to the Shurley eWorkbook! This feature is designed to allow students to complete worksheets on the computer and transfer them to the teacher for grading after completion. The Shurley eWorkbook is conveniently located within the Shurley Portal and is included with your Shurley Digital Classroom. Follow these easy steps to begin:

Step 1: Assign the eWB page

Teachers may assign an eWorkbook page to each student from within their own Shurley Teacher's Manual eBook. **Teachers must...**

1. Log in to the Shurley Portal with their email address and password.



2. Open the Lesson Planning Teacher's Manual.



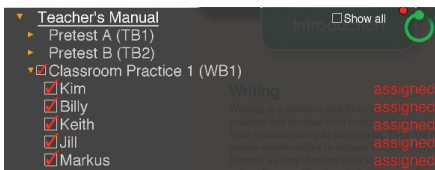
3. Open the eWorkbook Menu by clicking the icon located in the Interactive Cluster. (Shortcut Key: M)



4. Navigate to the eWorkbook page you wish to assign.

5. Assign the eWorkbook page by checking the box in front of each student's name.

(Visual Cue: Look for the phrase "assigned" next to each student's name to indicate the assignment now belongs to the student.)



Step 2: Complete the eWB page

Students complete their eWorkbook page from within their own Shurley eBook! **Students must...**

1. Log in to the Shurley Portal using their access code.

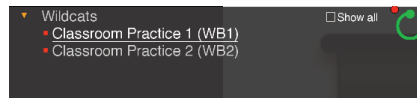


2. Open the eWorkbook Menu by clicking the icon located in the Interactive Cluster. (Shortcut Key: M)



3. Select the eWorkbook page they wish to complete.

(It is important to note that the teacher must assign the eWorksheet in order for students to see and complete the page in their eWorkbook.)



4. Use the tools to type, underline, or place dots on the page.



5. Submit the assigned eWorkbook page to their teacher by clicking the Transfer button.



Step 3: Grade the eWB page

Once a student submits their eWorkbook page, it is ready for grading. To grade the assignment, **teachers must...**

1. Log in to the Shurley Portal with their email address and password.



2. Open the Lesson Planning Teacher's Manual.

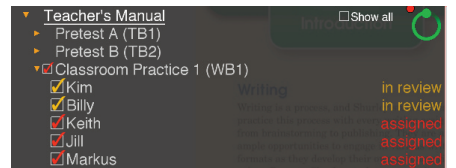


3. Open the eWorkbook Menu by clicking the icon located in the Interactive Cluster. (Shortcut Key: M)

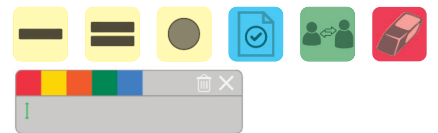


4. Navigate to the eWorkbook page and select a student.

(Visual Cue: Look for the phrase "in review" next to each student's name to indicate the assignment now belongs to the teacher.)



5. Use the tools to type notes, corrections, and the grade on the page.



6. Return the eWorkbook page to the student by clicking the Graded button.

(Visual Cue: Look for the phrase "graded" next to each student's name to indicate the assignment now belongs to the student.)

