# MyOn Teacher Guide

Setting projects is a great way to enhance your students' reading and digital capabilities. You can create your own specific project or use a project already set up by another teacher who has decided to share their project. Projects can be as simple as 1. Read a particular book or books and write a review on it/them or 2. as complex as finding information from a book, create a knowledge map, watch a utube video and write a 500 word essay on the chosen topic.

To begin:
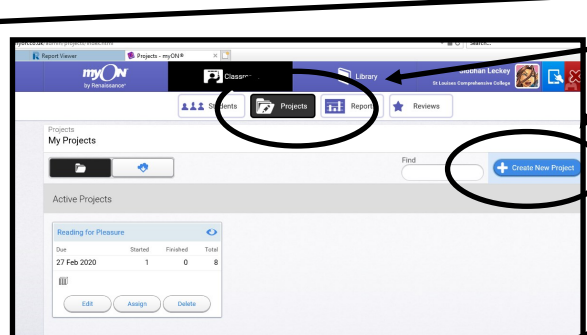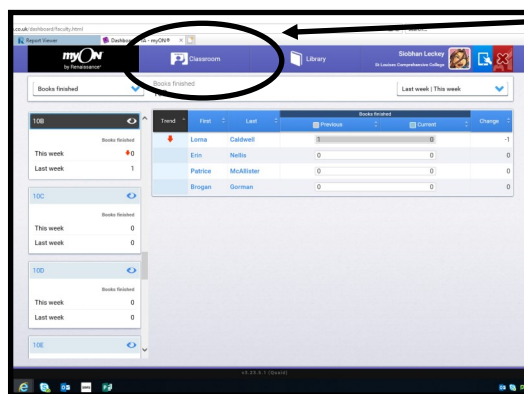
From your homepage, click the 'classroom' icon, then click on the 'projects' icon and click '+Create New Project'.

Complete the admin data required to identify your project:
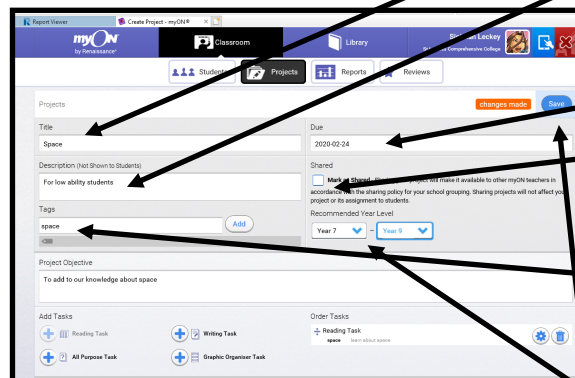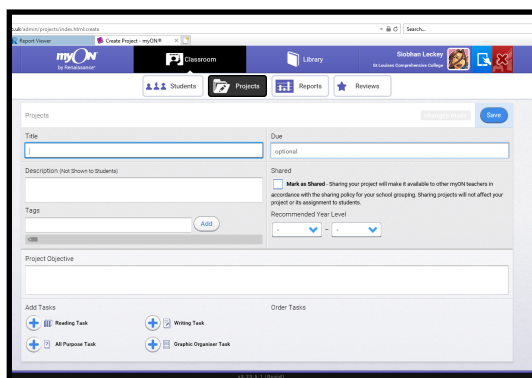
1. Title

2. Description (this is not available for students to view)

3. Due Date

4. Click 'Share' if you want to share your project with others.

5. Tag your project with a name so it is easily located.

6. Identify the year group(s) suited to this project. (Remember the Year groups use the English system.

7. Click 'SAVE'

When you have completed the administration, you are now ready to add the TASKS for the project. You can chose as many as you like:

     1. Reading Task (read a book, books or pages from books on the topic)

      2. Graphic Organiser (organise key information in various formats)

       3. All Purpose Task (can be used to link topic to other sources)

    4. Writing Task (write an essay on the topic with word/time goals and permit peer review)

Add Reading Task

Give your reading task a title.

Insert the Task Objective (keep this description broad and generic).

You can decide to click to disable some or all of the Reader Settings.


Click 'Manage Books' to select the books in myON that you want your students to read.

You can filter your search by using the tools provided.

A list of books in myON that are linked to the title, objective and your filtered search will appear for you to choose from. Check the box beside the title to add this book to your project.

When you have decided on the books to add to your project, click the background to return to your project page.

If you wish to add another activity to your project, click the '+' of the activity you wish to add, otherwise, click SAVE.
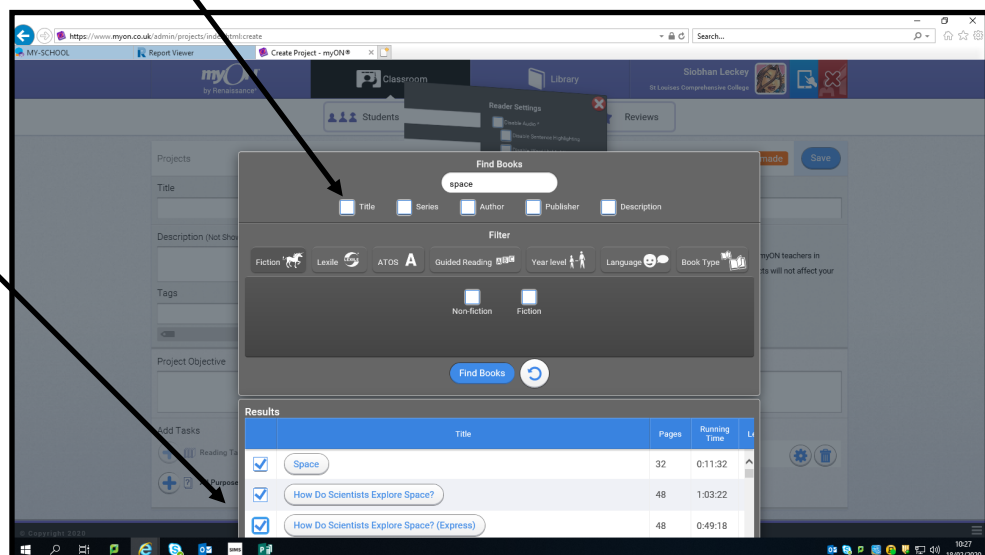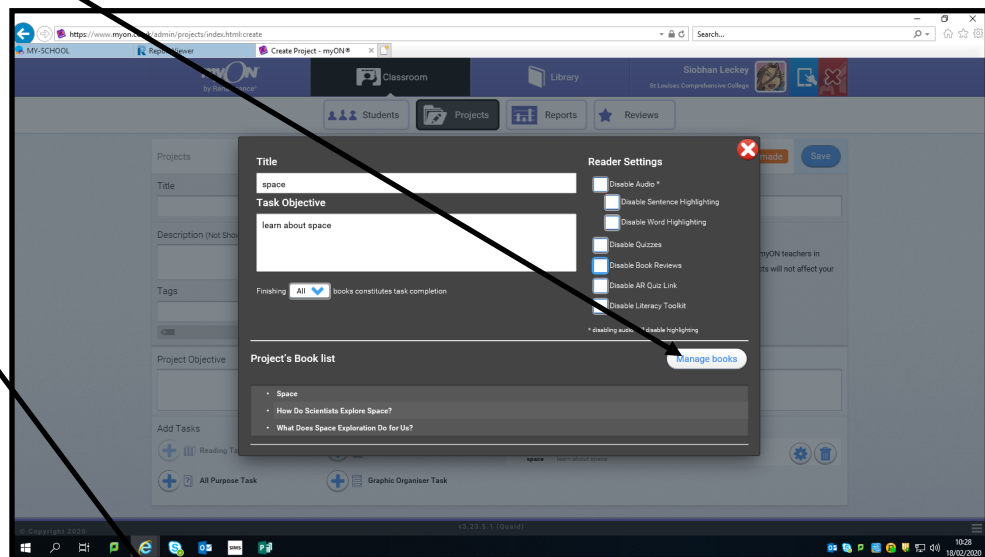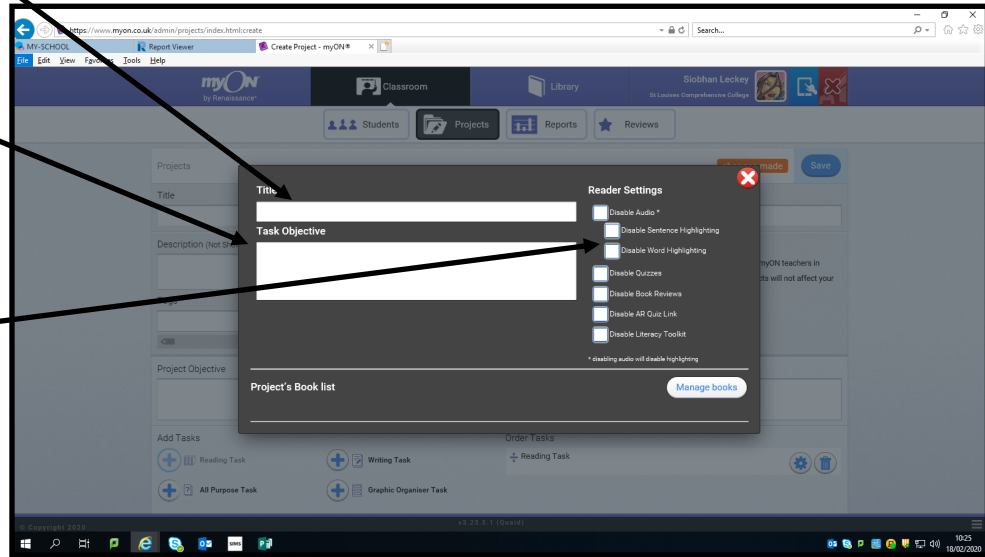
Add Graphic Organizer Task

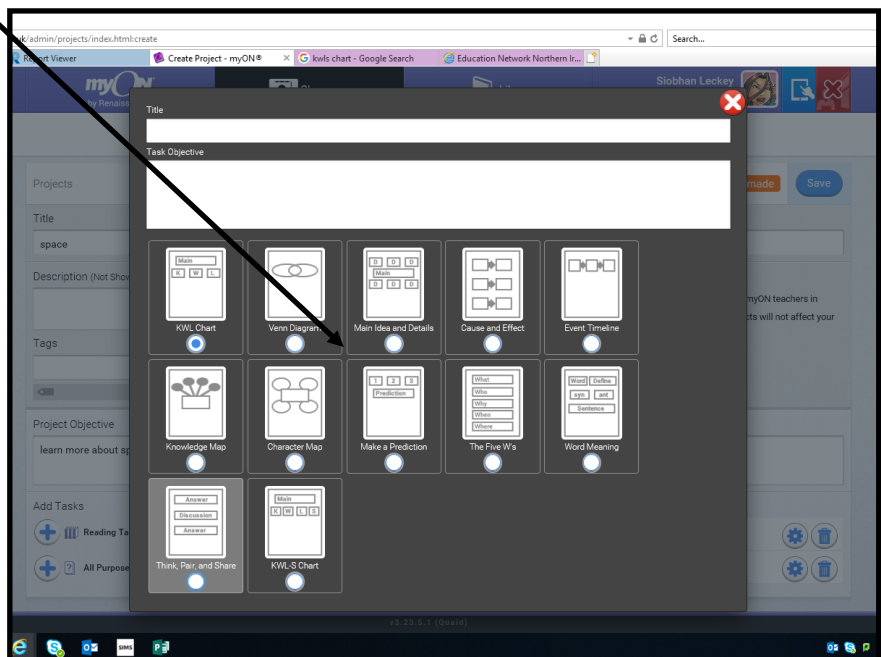Give your Graphic Organiser task a title.

Insert the Task Objective (keep this description broad and generic).

Click on the type of organizer task that suits your needs best, this can be knowledge map, Venn diagram, KWL or KWLS Charts, keyword definition, synonym, antonym and sentence, etc.

When you have decided on the organizer task to add to your project, click the background to return to your project page.

If you wish to add another activity to your project, click the '+' of the activity you wish to add, otherwise, click SAVE.

Add All Purpose Task

Click the '+' icon of the All Purpose Task

Give your All Purpose task a title.

Insert the Task Objective (keep this description broad and generic).

Give details of what you would like your students to do:

follow a link,

watch a movie,

read a newspaper/magazine,

act a scene,

create a piece of artwork....

When you have decided on the organiser task to add to your project, click the background to return to your project page. You will notice the All Purpose task added to your list of 'Order Tasks'.

If you wish to add another activity to your project, click the '+' of the activity you wish to add, otherwise, click SAVE.

Add Writing Task

Click the '+' icon of the Writing Task

Give your Writing task a title.

Insert the Task Objective (keep this description broad and generic).

Set the word goal

Set the time goal

Click the box if you would like your students to comment or review each others work

Add Item—you can notify your students of particular areas that they must include in their writing (this could include the Success Criteria). Type the details into the box and click 'OK'. This will appear in the 'Writing Checklist' section for students to view.

Click the background when you are finished.

If you wish to add another activity to your project, click the '+' of the activity you wish to
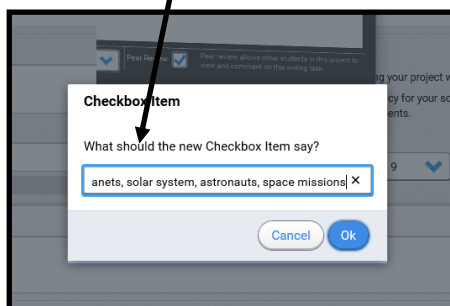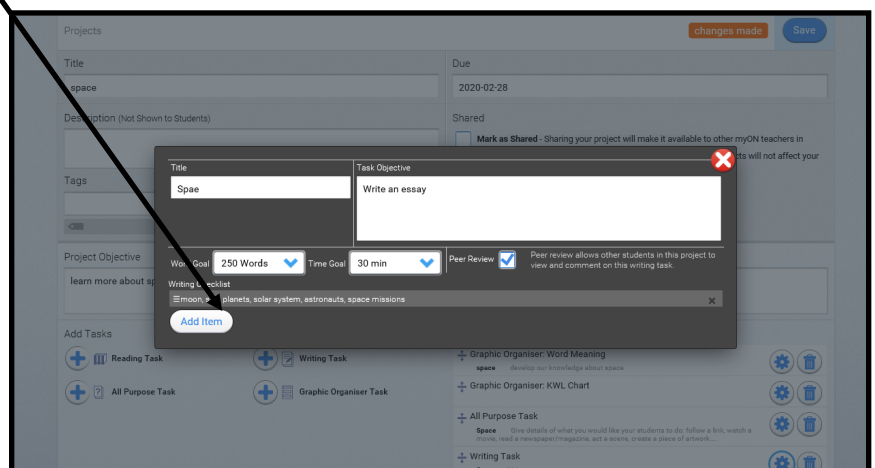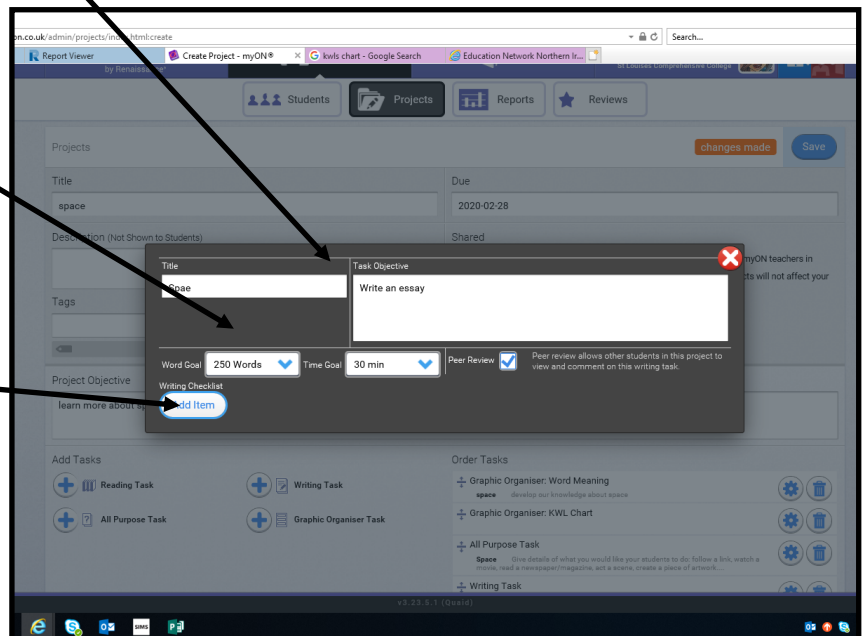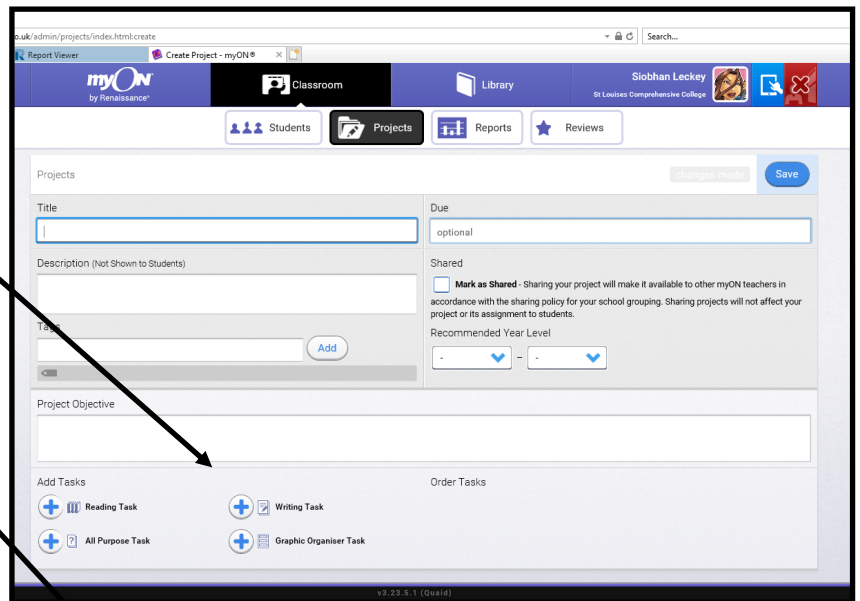
Assign Students to Project

Click the SAVE icon

Your project is 'INACTIVE' until you assign students to it.

You can decide to choose individual students, year group or class group.

If you choose year group or class group, you will be asked to check each individual student. Check the box beside each name to assign that student to the project. Then click 'APPLY'.

Track Students as they complete the Project

You are then able to click onto your project, and view/track each student.

You are given details of how many have; Not started, Started or Finished the project. You can also click onto each individual to determine what tasks they have done so far etc.
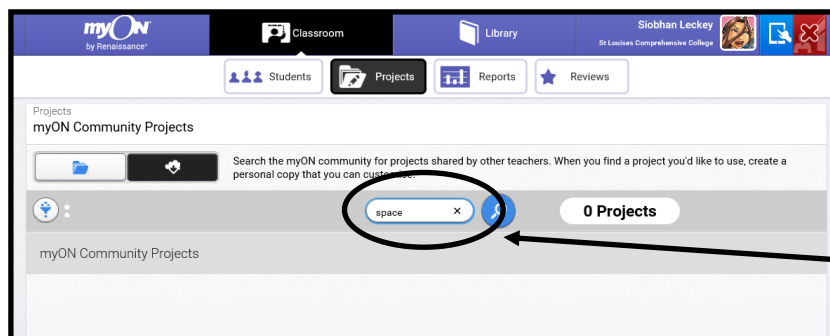
Open your project by clicking on the title.

You will then be able to view the STATUS of the project. You can follow each task and each student - view the contents of each task.
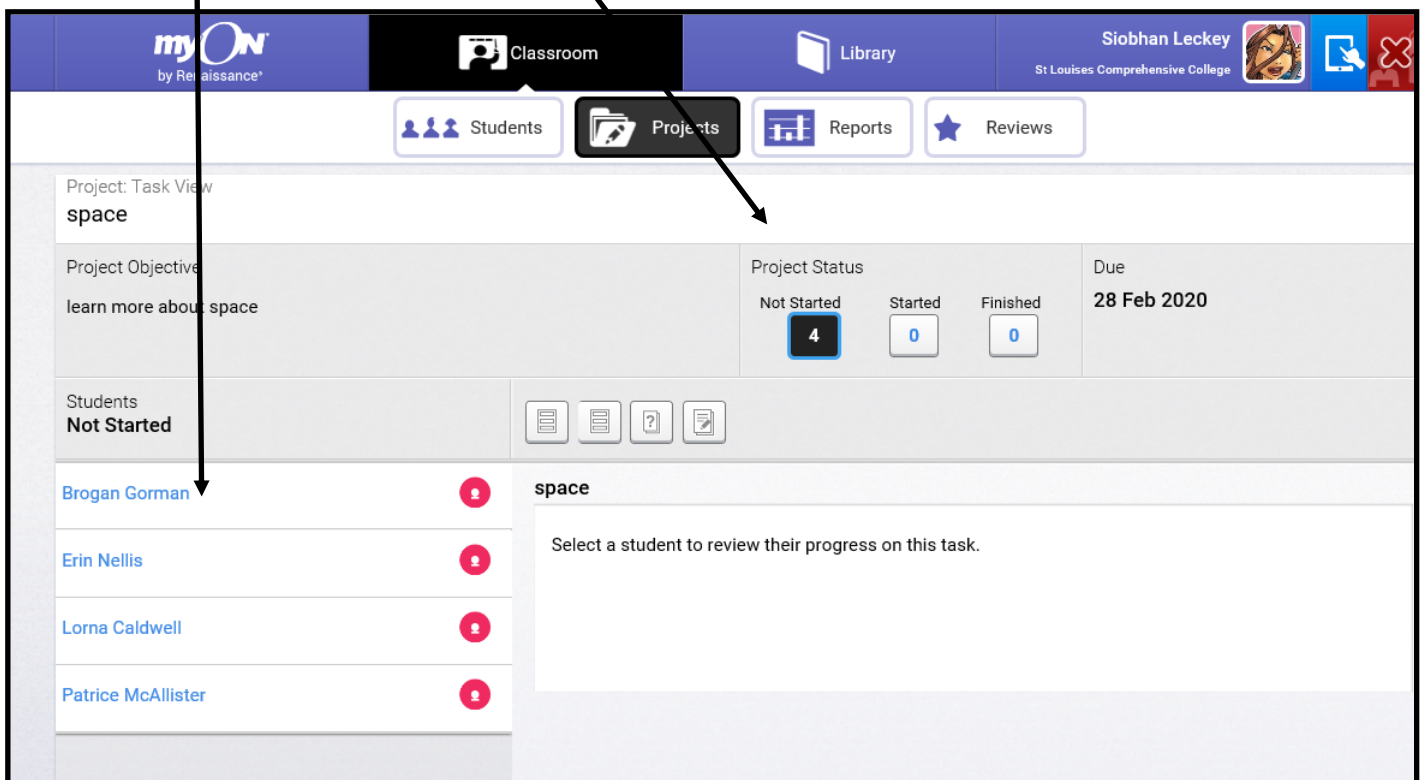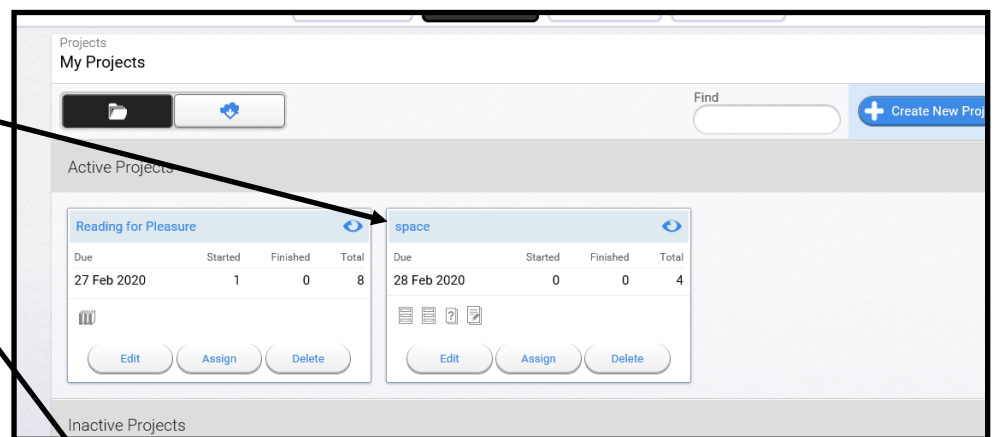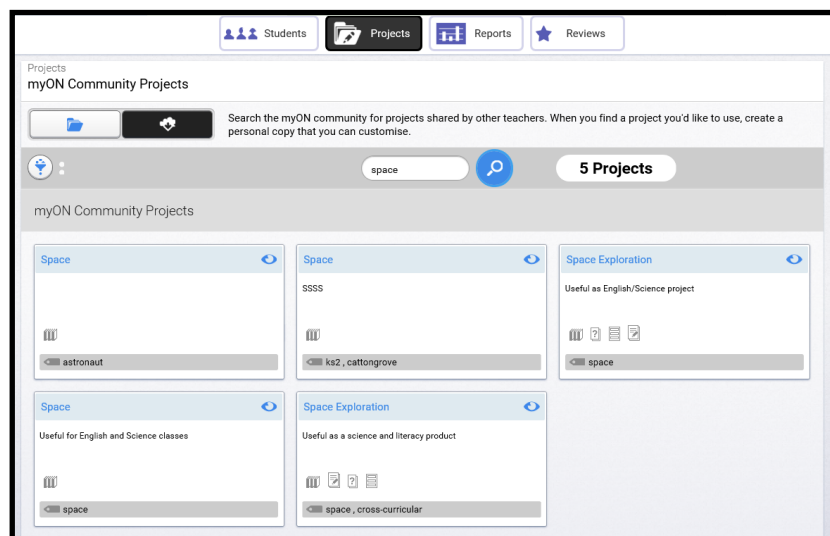
Choose a SHARED Project
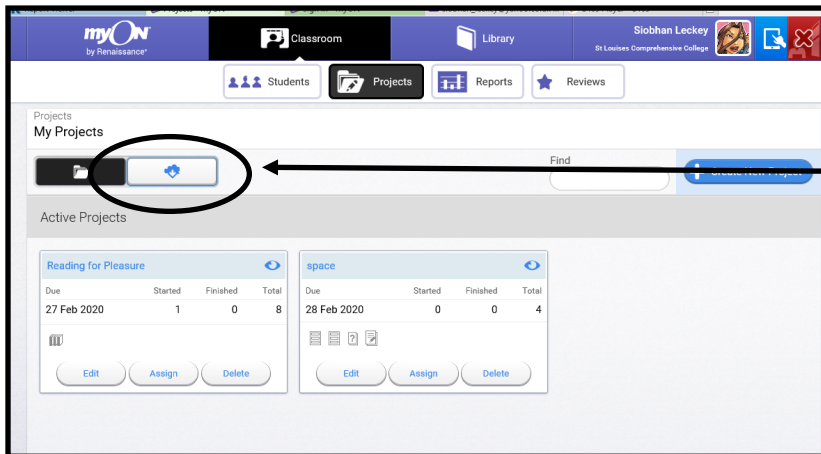
Click the cloud to link to myON Community Projects to view projects already created by teachers from other schools.
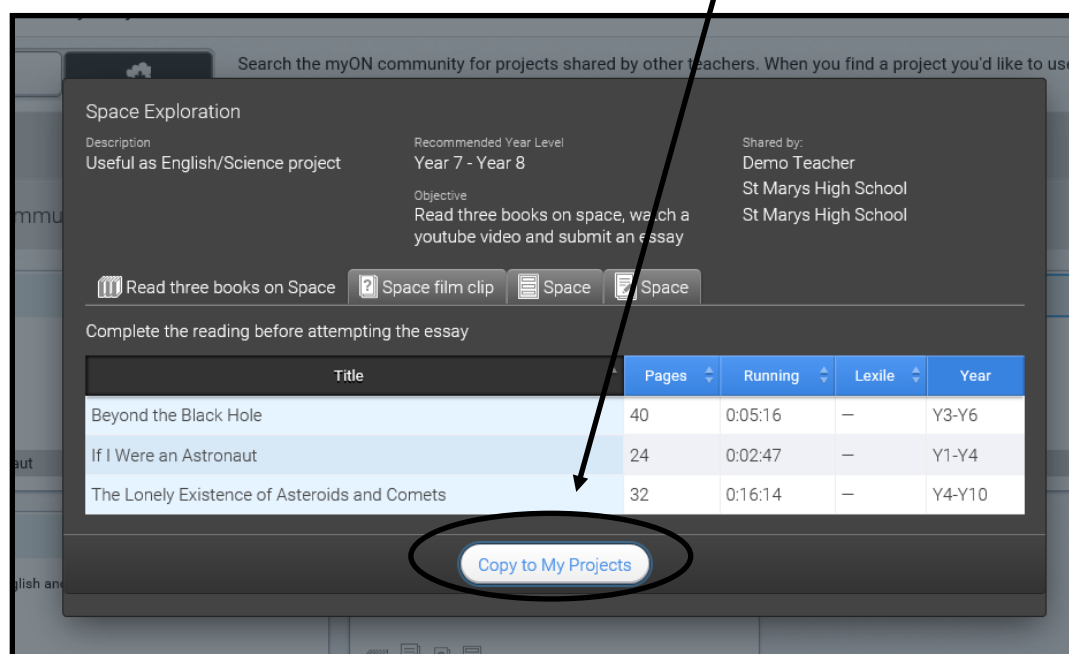
This will take you to a page showing a number of projects for you to view/add to your account.

In the search field, type in the keyword / term for your chosen project.

Click on each project to view the various tasks. If you find a project you wish to use, click 'Copy to My Projects'.

You are then free to customise the project to suit your needs.
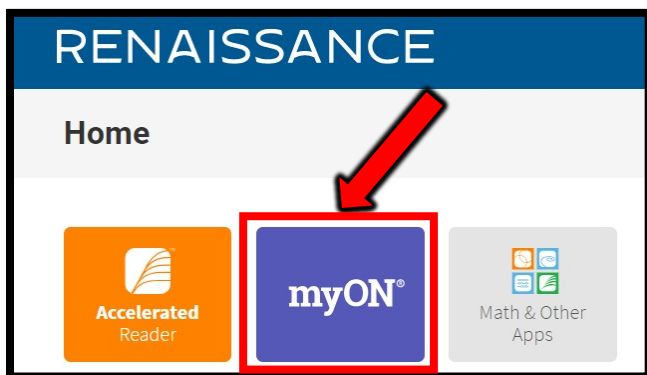
myON Family Guide

Getting Access

1. Navigate to your Clever portal. View [this document](#) if you need help getting to Clever.

2. Click on the Renaissance icon.

3. Click "myON"

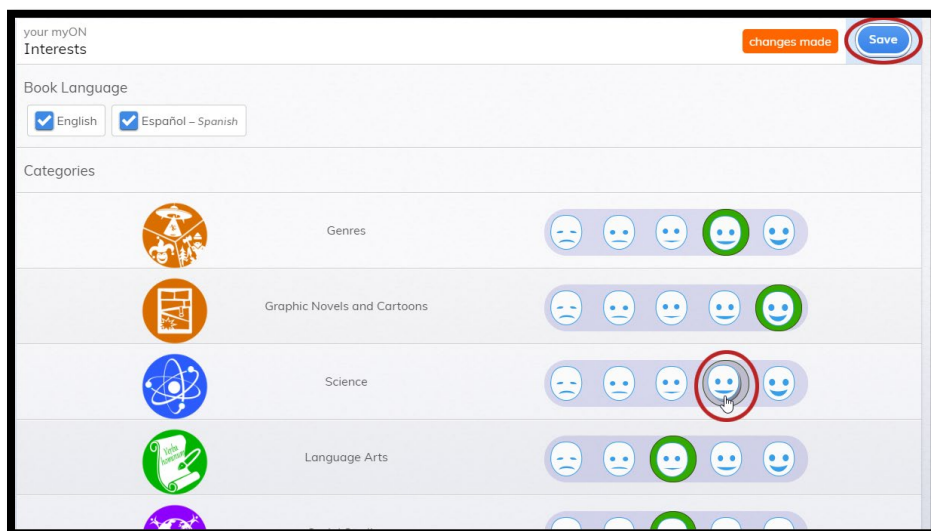## Click here for short introduction videos!

[This website](#) will have a video for PreK-2, Elementary, and Grades 6 and up.

Choosing Your Interests

The first time you log in, the Interest Inventory will open.

Elementary Students

For each category on the page, choose the face that shows how interested you are in that category. When you finish, select **Save**.

Older Students

For each category on the page, choose the circle that shows how interested you are in books in that category. The circle farthest to the left shows the least interest; the circle farthest to the right shows the most interest. When you finish, select **Save**.


Books in the student's recommended library are based on the student's level of interest in the eleven categories. Interests can always be changed after the initial inventory choices.

Student Dashboard

The student dashboard will display minutes, pages, and books read. It will also show books that were previously read, as well as some books recommended to students based on their interests and reading level. Their reading level is ascertained from their STAR reading test data.
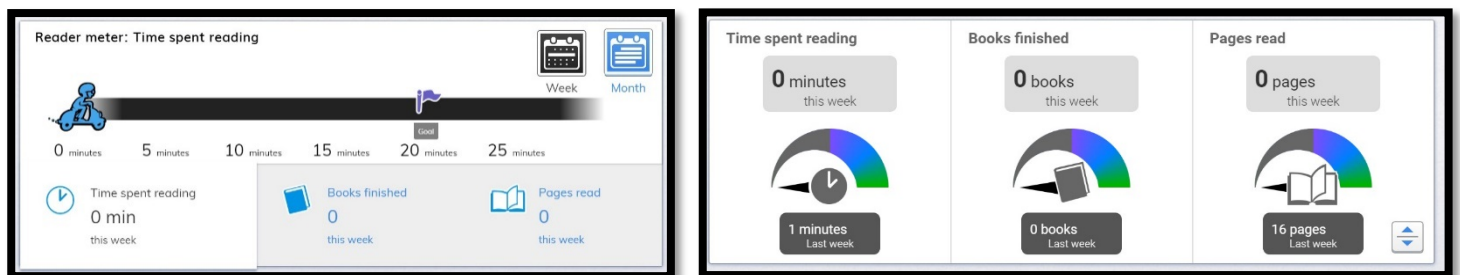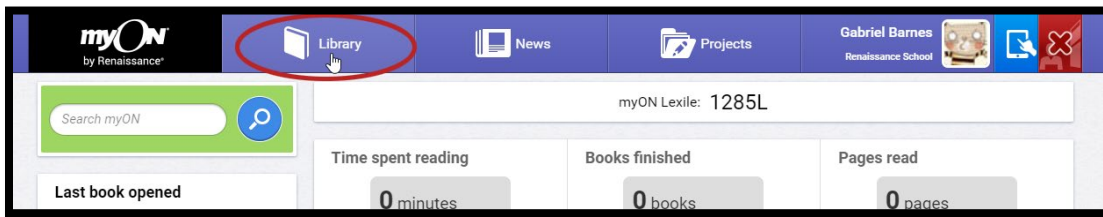

You can also find out more about a student's reading by clicking their account avatar in the upper corner.
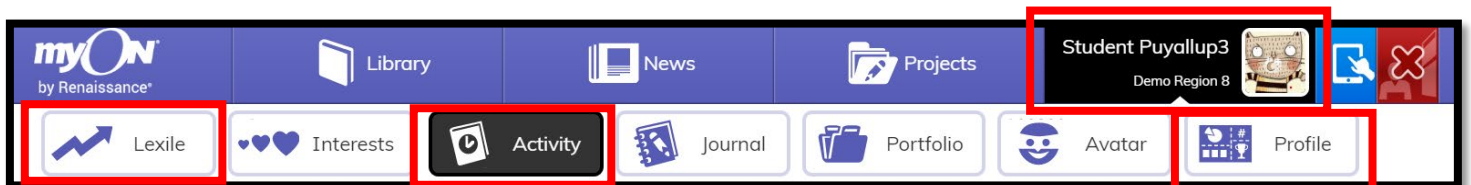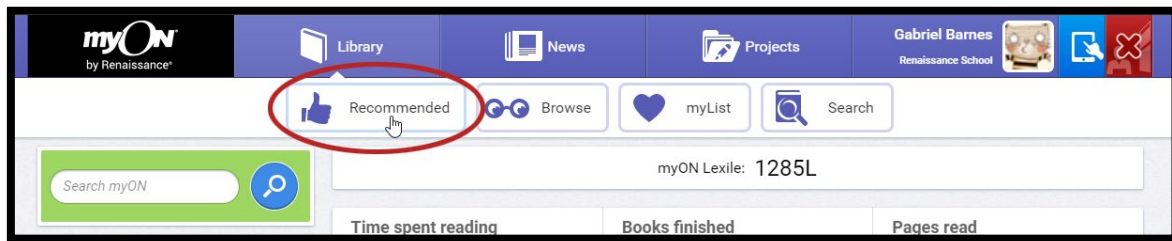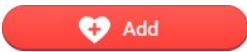

Finding Books in the Library

Select **Library** at the top of the myON window to start looking for books.


Recommended Books

Select **Recommended** to see books that are recommended to you based on your reading level and interests.

To see more information about a book, move the mouse cursor over the book. To open the book and start reading it, select the [**Read**] button. To see information about the book, select the [**i Info**] button. To add the book to myList, select the [**Add**] button. For some books, you may also be able to choose to take an Accelerated Reader Quiz by selecting the [**Take AR® Quiz**] button.

If you click the [**i Info**] button, a window with information about the book will open.
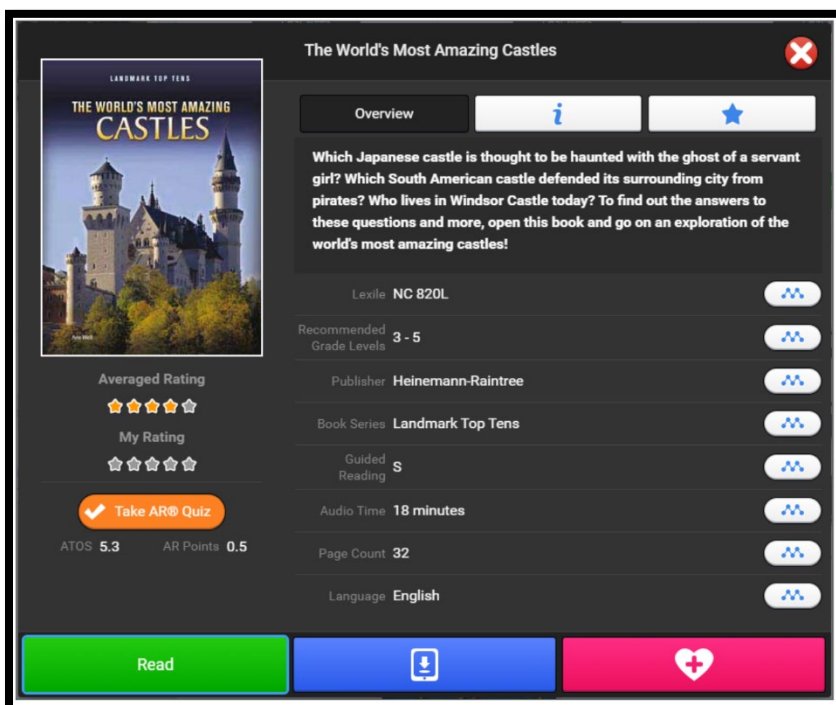
Next to each piece of information on the right, you can click [icon] to see more books like this one. For example, you could find more books from the same book series by clicking the icon next to the Book Series name.

To see more information about the book, click [**i**]. You can see the author, the audio length, the ATOS book level, the AR quiz number, and the copyright date.
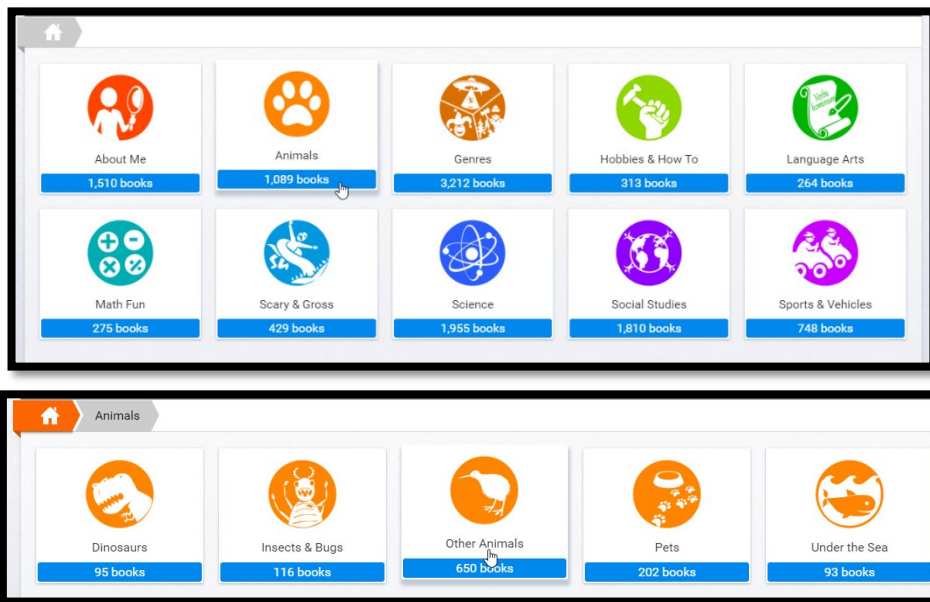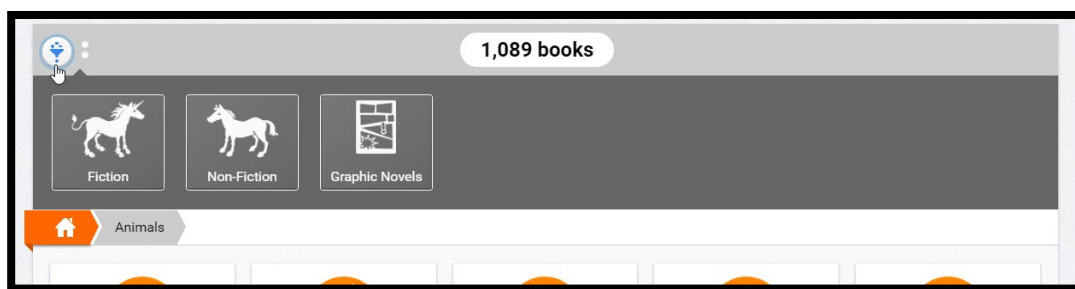
To see book reviews, click [**★**]

Browse

Select **Browse** to choose books by category.
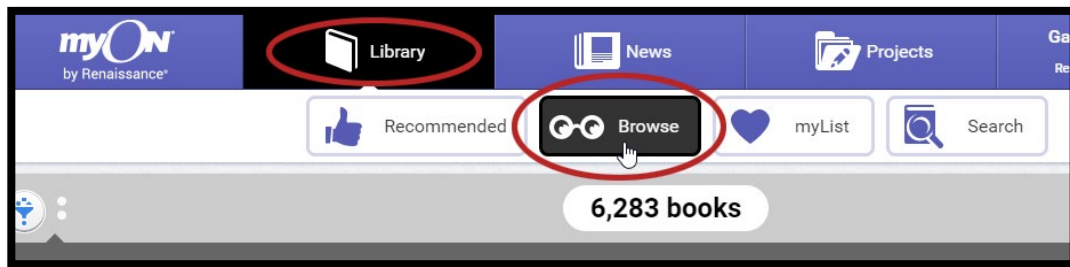
Choose one of the categories to see books in that category. Then, choose a subcategory.


You will see the books in that category. If you select the (filter) icon, you can also choose whether to see only fiction books, only nonfiction, or only graphic novels.

Search

Select **Search** to look for books by title, author or other book information. You can also choose to find books that are fiction or nonfiction, books with certain book or reading levels, books for your grade, or types of stories. For more information, see Using Filters When Searching.
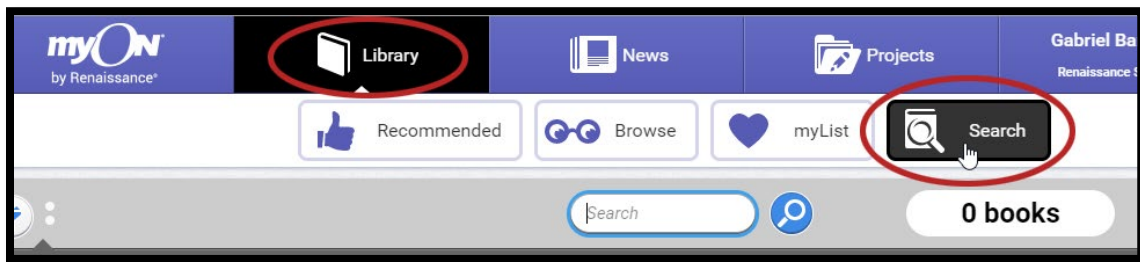
Elementary Parents:

You may be familiar with the AR testing system. To see books in your student's AR level, **filter by ATOS.**

Getting Started with myON News, Powered by News-O-Matic

MyON News is an interactive current events news outlet designed for students! Articles can be modified by text size, language, and reading level. There are embedded videos, pictures, slideshows and much more! Plus, every news article has links to related books in the myON library! Your teacher may assign you projects that include the myON News. Click here to learn more about it!