

Creating a Worksheet

1. Click on CREATE WORKSHEET tile.



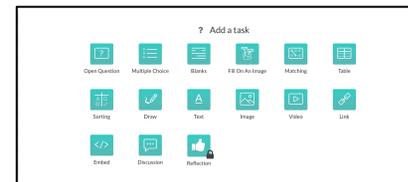
2. Select your design.



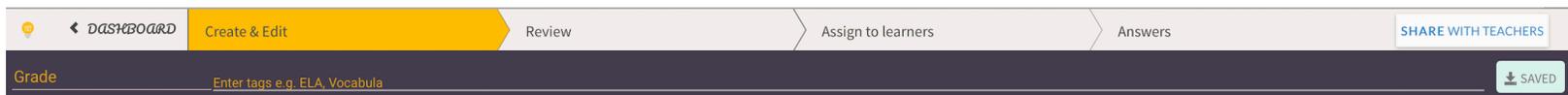
3. Give your worksheet a name/title.



4. Add your tasks/questions.



5. Add descriptive info - grade, subject, & topic.



6. Make sure to save often!

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Creation Dashboard

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Dashboard
Toolbar

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The screenshot shows the 'Creation Dashboard' interface. At the top, there is a navigation bar with tabs: 'DASHBOARD', 'Create & Edit' (highlighted in yellow), 'Review', 'Assign to learners', and 'Answers'. A 'SHARE WITH TEACHERS' button is on the right, and a 'SAVED' button is in the top right corner. Below the navigation bar, there is a 'Grade' field with a placeholder 'Enter tags e.g. ELA, Vocabula'. The main area is divided into three sections: a 'SELECT DESIGN' sidebar on the left, a central workspace, and a 'Add a task' sidebar on the right. The 'SELECT DESIGN' sidebar contains a grid of design templates such as 'DIY', 'WIZER.ME', 'Valentine', 'Winter', 'Easter', 'Back to School', 'NoteBook', 'MILK & COOKIES', 'Ciao, Bella!', 'Polka dots', 'FAIRY TALE', 'Peek a Boo', 'Chevrons', 'MATH', 'MAPS', 'AIR BALLONS', 'GEOMETRIC CHIC', 'Summer', 'BLUE SUSHI', and 'Paper Clip!'. The central workspace is a large grid with the text 'YOUR TITLE HERE...'. The 'Add a task' sidebar contains icons for: Open Question, Multiple Choice, Blanks, Fill On An Image, Matching, Table, Sorting, Draw, Text, Image, Video, Link, Embed, Discussion, and Reflection. A question mark icon is visible in the top right corner of the workspace.

?

SAVED

? Add a task

- Open Question
- Multiple Choice
- Blanks
- Fill On An Image
- Matching
- Table
- Sorting
- Draw
- Text
- Image
- Video
- Link
- Embed
- Discussion
- Reflection

Task Types

Open
Ended

The interface for the 'Open Ended' task type includes a text area for the question, an optional instructions section, and a 'Record instructions' section with voice and video options. The student's answer area is visible at the bottom, with a dropdown menu for selecting the answer size (small, medium, or large lines). A 'Differentiate Instruction' toggle is located at the bottom left, and 'CANCEL' and 'DONE' buttons are at the bottom right.

Multiple
Choice

The 'Multiple Choice' interface features a question text area, optional instructions, and 'Record instructions' options. Below these, there are three radio buttons for selecting the correct answer (a, b, or c), each followed by an 'Enter answer' field. An 'Add another answer' button is also present. A 'Differentiate Instruction' toggle and 'EDIT RULES' button are at the bottom, along with 'CANCEL' and 'DONE' buttons.

Fill-In-
The-Blank

The 'Fill-In-The-Blank' interface includes a question text area, optional instructions, and 'Record instructions' options. A 'Wordbank' section allows users to select 'None', 'Text Word bank', or 'Click Word bank'. Below this is an 'Insert your text' section with a 'BlankIt' button. A 'Differentiate Instruction' toggle and 'EDIT RULES' button are at the bottom, along with 'CANCEL' and 'DONE' buttons.

Matching

The 'Matching' interface shows a title, question text area, optional instructions, and 'Record instructions' options. The main area is divided into 'Left' and 'Right' columns, each with input fields for matching pairs. A 'Differentiate Instruction' toggle and 'EDIT RULES' button are at the bottom, along with 'CANCEL' and 'DONE' buttons.

Fill-In on
Image

The 'Fill-In on Image' interface features a large image of a truck with red dots indicating where to add tags. It includes instructions on how to use the feature, buttons for 'Click to upload image' and 'Click to select a page from a PDF', and an 'Add tags' button. A 'Differentiate Instruction' toggle and 'EDIT RULES' button are at the bottom, along with 'CANCEL' and 'DONE' buttons.

Sorting

The 'Sorting' interface includes a question text area, optional instructions, and 'Record instructions' options. The main area shows two groups of items to be sorted, each with an 'Enter group name' field and an 'Enter an item' field. A 'Differentiate Instruction' toggle and 'EDIT RULES' button are at the bottom, along with 'CANCEL' and 'DONE' buttons.

Assigning a Worksheet

1. Click SAVE

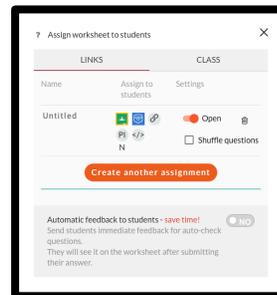


2. Click on REVIEW to preview the final version of your worksheet.

3. Click on ASSIGN TO STUDENTS.

4. Choose your delivery method.

- Google Classroom
- Edmodo
- Link
- Pin



Google Classroom Assignment

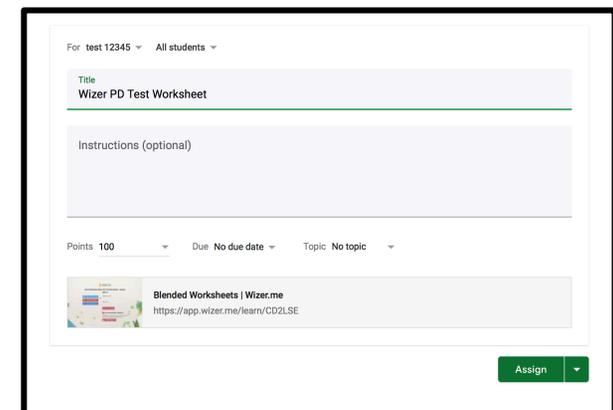
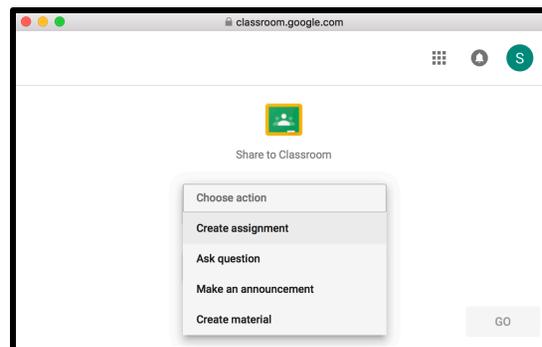
1. Click on Google Classroom symbol.

2. Select your class.

3. Choose your action

4. Fill in assignment portal

5. Click ASSIGN



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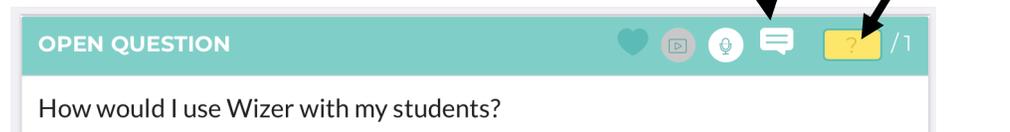


Grading a Worksheet

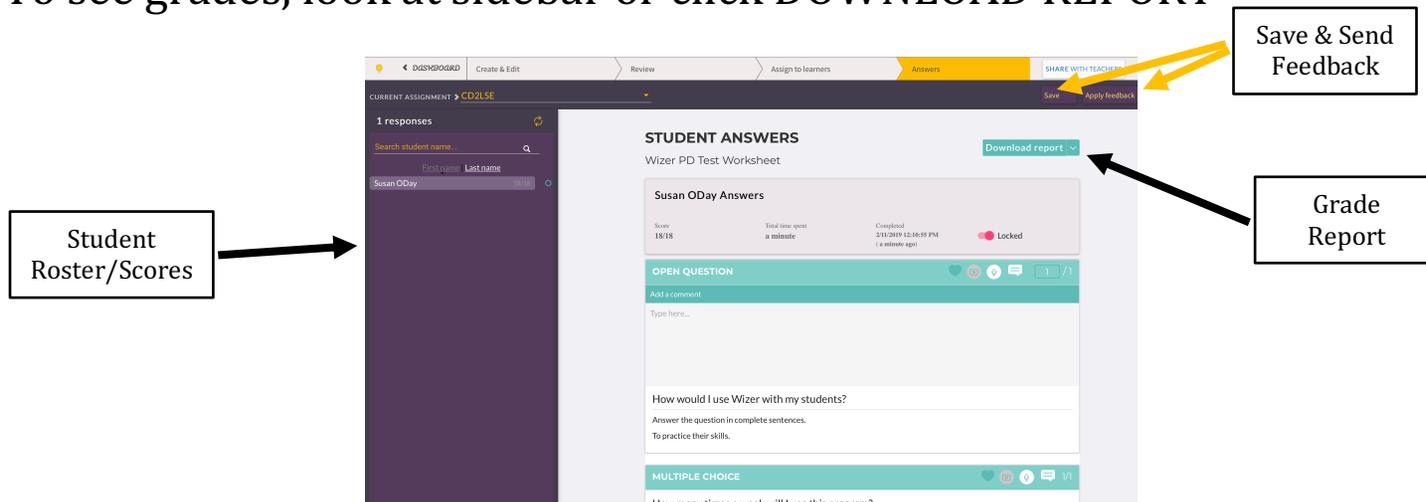
1. Click on the desired worksheet.
2. Click on ANSWERS.



3. Select the student/class you want to grade.
4. Review and grade the worksheet.
5. Add any necessary feedback for each question.



6. Click on SAVE once you are done with EACH worksheet.
7. Click SEND TO STUDENT if you want them to see question feedback.
8. To see grades, look at sidebar or click DOWNLOAD REPORT



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