



Teachers' Getting Started Guide

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This guide shows step-by-step how to create your first virtual classroom, assign and review activities, and add comics to your class gallery. For our full list of Help Topics, including tutorial videos that show how to become a comic-making pro, visit www.bitstripsforschools.com/help.

Minimum System Requirements

Bitstrips for Schools System Requirements

What do I need to use Bitstrips for Schools on my computer?

Bitstrips for Schools requires:

1. An internet-connected computer
2. A popular web browser such as [Firefox](#), [Chrome](#), [Safari](#) or [Internet Explorer](#)
3. [Adobe Flash Player](#) plug-in

Which version of my web browser do I need to use Bitstrips for Schools?

Firefox: Version 3.0 or higher.

[Download the latest version](#)

Chrome: Version 3.0 or higher.

[Download the latest version](#)

Safari: Version 3.0 or higher.

[Download the latest version](#)

Internet Explorer: Version 6 or higher.

[Download the latest version](#)

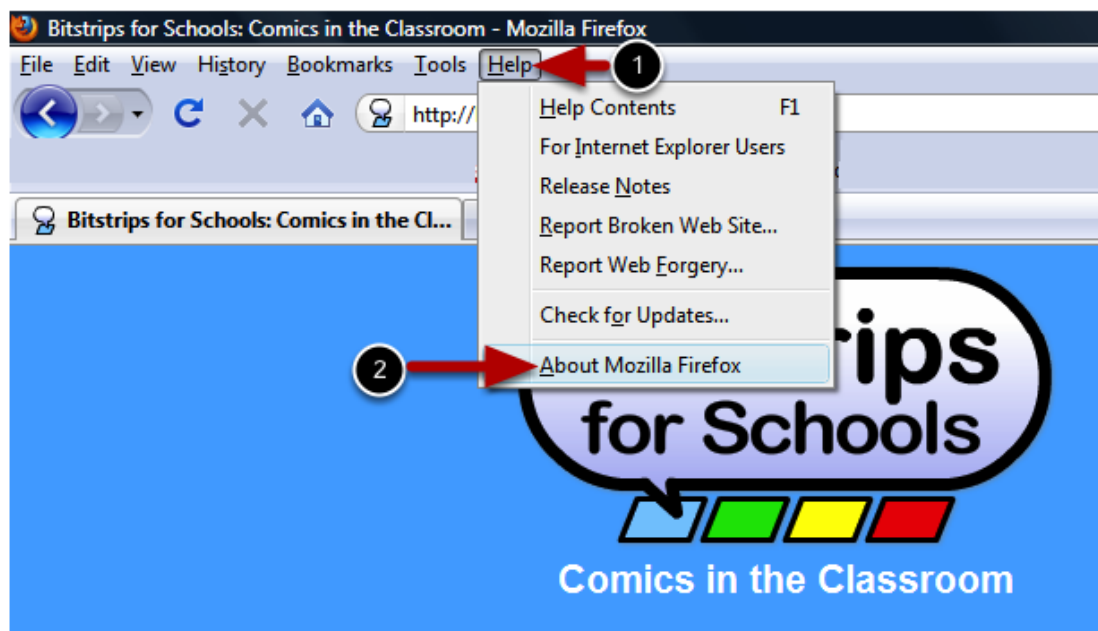
What is the minimum version of Flash Player required to use Bitstrips for Schools?

Bitstrips for Schools requires Flash Player version 10.1 or higher.

[Download the latest version](#)

To check what version of Flash your web browser is currently running, [follow these steps](#).

How do I check which browser version I'm running?



Open your web browser. Go to the Help menu or application menu at the top of the screen and then click on 'About'. A window will appear, displaying the version that you're running.

Creating your first classroom

Learn how to create your first virtual classroom

Create a Classroom

The screenshot shows the Bitstrips for Schools website. At the top, there's a navigation bar with links: Home, Activities, Comics, Characters, Pricing, Help, and Settings. A cartoon character is on the right, and a message says "Hello April Balazar! Log-Out". Below the navigation bar, a welcome message says "Welcome to Bitstrips for Schools!" and provides a link to a guided tour. A large play button icon is in the center. To the right, a box titled "Get started in 3 simple steps:" lists: 1. Create a classroom, 2. Add students, 3. Tell your students to log in and start making comics!. A red arrow points to a green "Create a classroom" button. Below this, another red arrow points to a yellow box titled "Create a Classroom". This box contains the following fields and options:

- Class Name:** Homeroom (with a text input field and a note: "Choose a name for your class that your students will recognize")
- Class Code:** hr930 (with a text input field and a note: "The Class Code is how your students will log in. You can set this code to any word, as long as it hasn't been used before.")
- Grade:** Grade 7 (with a dropdown menu)
- Language:** English (with a dropdown menu)
- Moderate Class:** Yes (selected with a radio button)
- Comics?:** No (selected with a radio button)
- A note: "When a student shares a comic with the class, review it before it becomes visible."
- A "Create Classroom" button at the bottom.

The first step after creating your account is to create your virtual classroom.

Start by clicking the "Creat a classroom" button.

Next go to the yellow box at the bottom of your screen and fill in the required fields:

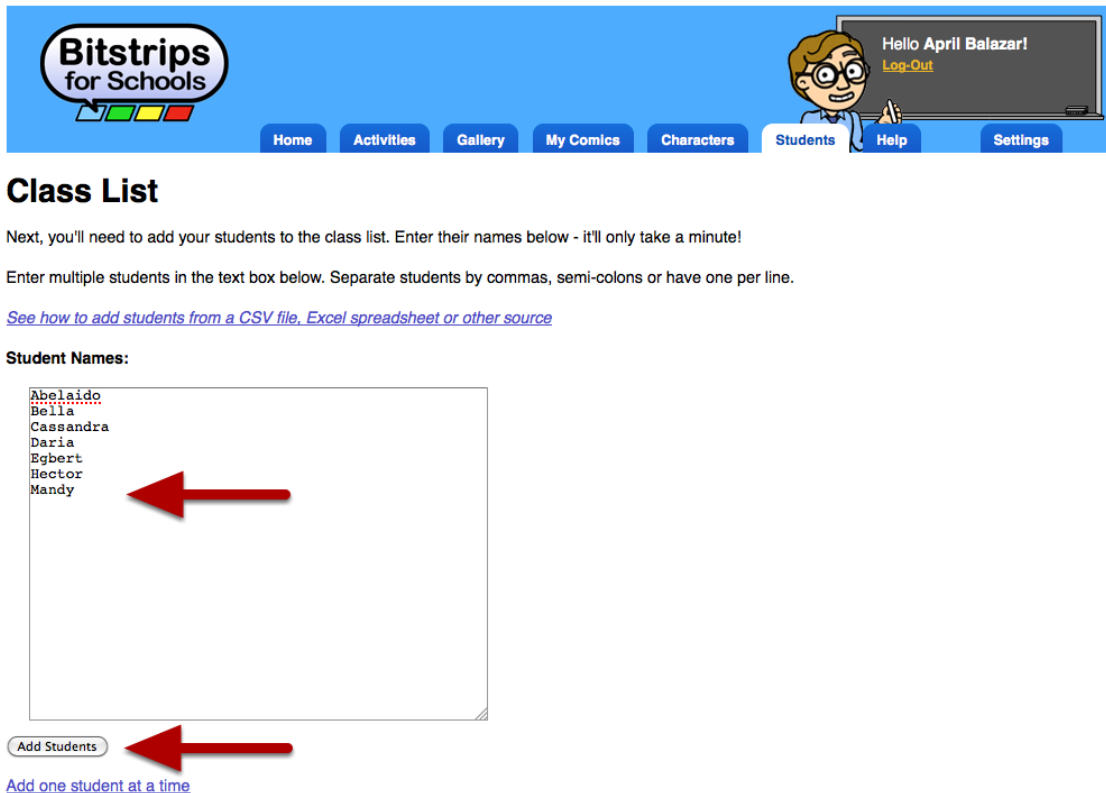
1. *Class Name* is important if you will have multiple classrooms. It will help you keep track of your different classrooms and be displayed to your students so they know they're in the right spot.
2. *Class Code* will be the unique code students first enter when they visit BitstripsforSchools.com - you will tell this code to all of your students when it's time for them to log in for the first time.

3. *Select the grade level* of your class, this will be used when selecting shared activities for you to browse.
4. *Select the language* of your classroom
5. *Select whether to moderate class comics.* When students choose to share comics, you can either review their work before the class can see it, or allow it to be shared without reviewing first.
6. Click **Create Classroom** to go to the next step, Adding students to your classroom.

Adding and deleting student accounts

How to add students to your classroom, edit student names, and delete accounts

Adding students to your classroom



The screenshot shows the Bitstrips for Schools website interface. At the top, there's a blue header with the Bitstrips logo and a navigation bar with buttons for Home, Activities, Gallery, My Comics, Characters, Students (highlighted), Help, and Settings. A cartoon character is on the right, and a blackboard says "Hello April Balazar!" with a "Log-Out" link. Below the header, the "Class List" section is titled. It says: "Next, you'll need to add your students to the class list. Enter their names below - it'll only take a minute!" and "Enter multiple students in the text box below. Separate students by commas, semi-colons or have one per line." There's a link: "See how to add students from a CSV file, Excel spreadsheet or other source". The "Student Names:" label is above a text input box. The box contains a list of names: Abelaido, Bella, Cassandra, Daria, Egbert, Hector, Mandy. A red arrow points to the text box. Below the box is an "Add Students" button, with another red arrow pointing to it. A link "Add one student at a time" is below the button.

Class List

Next, you'll need to add your students to the class list. Enter their names below - it'll only take a minute!

Enter multiple students in the text box below. Separate students by commas, semi-colons or have one per line.

[See how to add students from a CSV file, Excel spreadsheet or other source](#)

Student Names:

Abelaido
Bella
Cassandra
Daria
Egbert
Hector
Mandy

Add Students

[Add one student at a time](#)

Adding students to your classroom is quick and easy. When you're in the **Students** tab, just enter a name and click **Add** or press *Enter*. As you type more names, the class list of your students will appear and grow.

Or save time by clicking **Add multiple students at once**. This allows you to either type in all of your students' names at once, or to paste in your whole class list in one step from a document or spreadsheet. When you're finished, click Add Students to finish adding them all.

Editing and deleting Students

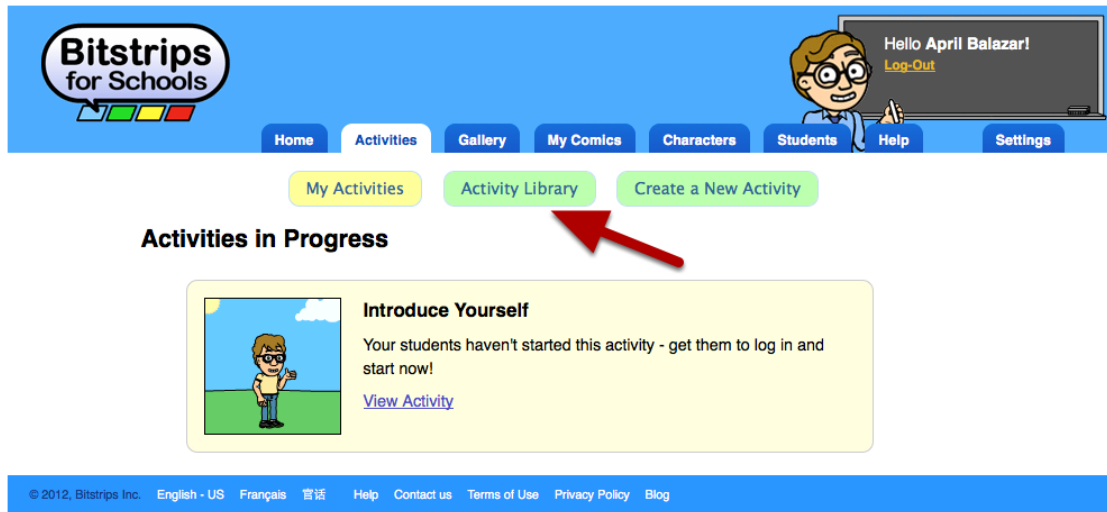
The screenshot shows the Bitstrips for Schools interface. At the top, there's a blue header with the Bitstrips logo and a navigation bar with links: Home, Activities, Gallery, My Comics, Characters, Students (selected), Help, and Settings. A cartoon character is on the right, and a message says 'Hello April Balazar!' with a 'Log-Out' link. Below the header, on the left, is a 'Back to Class List' button. The main content area is titled 'Abelaido'. Under 'Options:', there are links for 'Edit Name' and 'Delete Account', with a red arrow pointing to 'Delete Account'. Below this, it says 'Abelaido hasn't logged in yet'. The 'Activities' section shows '1 activity to complete:' with a card for 'Introduce Yourself'. On the far left, a yellow box lists other students: Bella, Cassandra, Daria, Egbert, Hector, and Mandy. The footer contains copyright information and various links.

To edit or delete a student, just click on their name from the Students tab. Then click Edit Name or Delete Account links, and follow the steps to edit or delete.

Using the Activity Library and assigning an activity to your students

How to find an activity and assign it to your class

Log in and go to the Shared Activities library



Bitstrips for Schools is all about comic activities. As soon as you create your classroom, you'll see that your students are assigned the Introduce Yourself activity automatically.

To find more activities, click the Activities tab and hit the Activity Library button.


Choose an activity to assign to your students


[My Activities](#)[Activity Library](#)[Create a New Activity](#)


What topic would you like to teach? **1**


Suggestions: [environment](#), [forces](#), [narrative](#), [geography](#), [bullying prevention](#), [autism spectrum disorder](#)


Browse Activities by Subject **2**


English


Science


Math


History


Social Studies


Arts

Civics

Values Education


Business & Law

Health & Phys-Ed


ESL/ELL

Other


Featured Activities **3**

**My Report Card**

Students create their own comic report card, explaining what they did well this year and what they can improve on.

**My Memorable Moment**

This is an end of the year memory writing activity where students recount their most memorable moments from this school year.

**5, 10, 15, 20**

Students peer into the future and show what they hope they will be doing in 5, 10, 15 and 20 years!

On the Activity Library page, you have a few options for finding an activity:

1. Search by topic by entering any keywords and hitting Search. You'll see suggested topics appear as soon as you start typing, which helps you discover everything that's available. e.g. Environmental responsibility, Bullying prevention and Science lab safety.

Or

2. Simply click on a subject, link English or Science, to see the full list of activities available for that subject.

Or

3. Browse through our Featured Activities, which are refreshed regularly with timely and relevant activities.

Review and assign activity

My Activities

Activity Library

Create a New Activity

How Can You Save Water?

1

Description

Students describe an everyday situation in which they could save water.

2

Student Instructions

Create a comic strip demonstrating at least 2 ways that you can save water. Use speech bubbles for your avatar to explain why it is important.

Be sure to use the eye, emotion and posing controls to bring your characters to life. Use the copy and paste buttons to save time creating new panels.

[View sample comic](#)

3

Subjects: Science, Values Education

Topics: [earth day](#), [environment](#), [environmental responsibility](#), [water conservation](#)

Grade Level: [Primary](#), [Intermediate](#)

Assign activity to my class

Assign and edit instructions

After finding an activity using one of the options in the previous step, you'll see a detailed view that includes:

1. A description that summarizes what the activity is about.
2. The instructions that your students will see when the activity is assigned to them.
3. A link to a sample of a completed student comic (available on some activities).
4. Subjects that the activity is applicable to.
5. Topics covered by the activity. *Click on these to see other activities in the library that address the same topic.*
6. Grade level the activity covers.

If this activity fits what you're looking for, click the *Assign activity to my class* button.

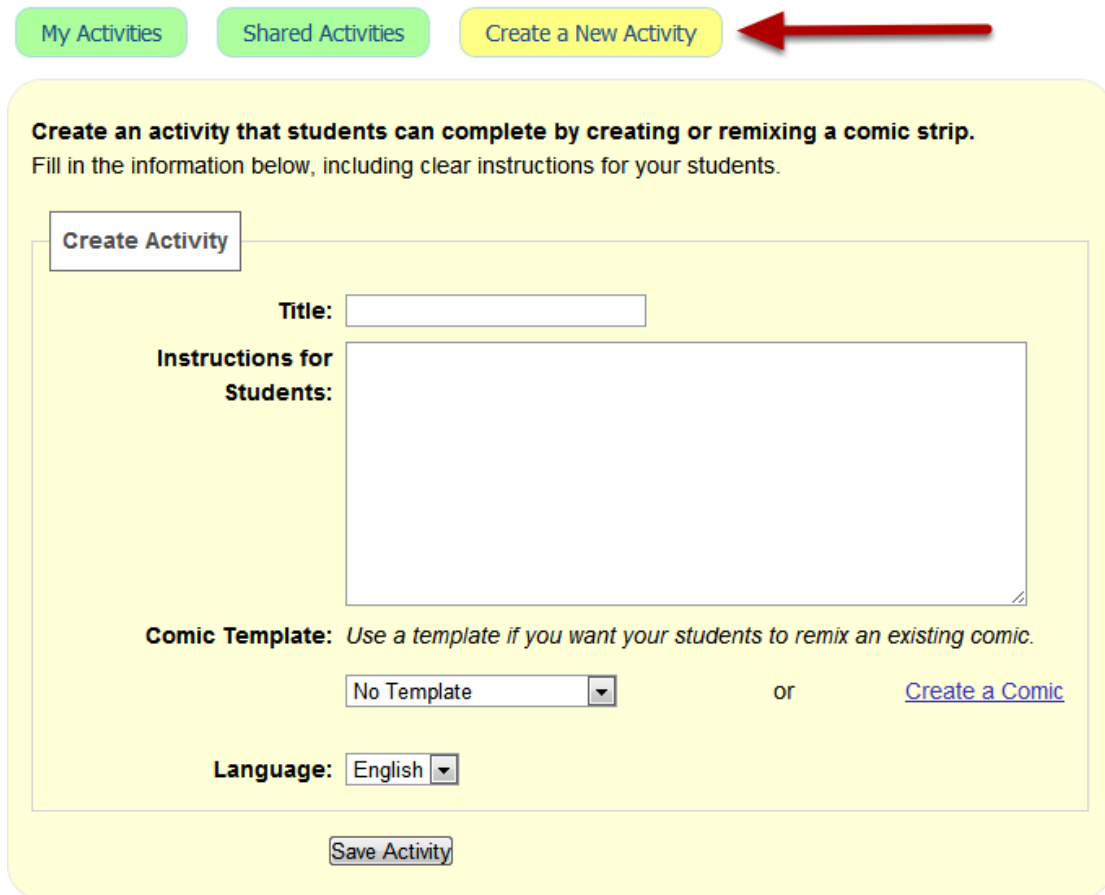
You can also edit the Student Instructions by clicking the *Assign and edit instructions* button.

When your students log in, they will be notified that this activity has been assigned. They can click on this notification to begin their activity.

Creating your own activity

How to create and assign your own activity to students

Fill in the "Create a New Activity" fields



The screenshot shows the 'Create a New Activity' interface. At the top, there are three tabs: 'My Activities' (green), 'Shared Activities' (green), and 'Create a New Activity' (yellow). A red arrow points to the 'Create a New Activity' button. Below the tabs, the form is titled 'Create an activity that students can complete by creating or remixing a comic strip.' and includes the instruction 'Fill in the information below, including clear instructions for your students.' The form itself is a light yellow box with a 'Create Activity' button in the top left corner. Inside the form, there is a 'Title:' label followed by a text input field. Below that is the 'Instructions for Students:' label followed by a large text area. Underneath the instructions is the 'Comic Template:' section, which includes the text 'Use a template if you want your students to remix an existing comic.' and a dropdown menu currently set to 'No Template'. To the right of the dropdown is the word 'or' and a blue link 'Create a Comic'. At the bottom of the form is the 'Language:' label followed by a dropdown menu set to 'English'. A 'Save Activity' button is located at the very bottom of the form.

My Activities Shared Activities **Create a New Activity**

Create an activity that students can complete by creating or remixing a comic strip.
Fill in the information below, including clear instructions for your students.

Create Activity

Title:

Instructions for Students:

Comic Template: *Use a template if you want your students to remix an existing comic.*
 or [Create a Comic](#)

Language:

Save Activity

Click on the Activities tab in your account, and then click on the Create a New Activity button.

Then fill in the appropriate fields, including the title of your activity and the student instructions.

Insert a template comic as part of your activity (optional)

My Activities Shared Activities Create a New Activity

Create an activity that students can complete by creating or remixing a comic strip.
Fill in the information below, including clear instructions for your students.

Create Activity

Title: Campaign Promises


Instructions for Students: If you were running as a candidate in a local election, what would your platform be?
Remix the comic below, showing at least 3 campaign promises you would make. Use the emotion controls and add new rows to your comic as needed.

Comic Template: Use a template if you want your students to remix an existing comic.

No Template or [Create a Comic](#)

Language: French

Save Activity



If you'd like, you can include a template comic with your activity. This can be useful if you're working with younger students, or if you want your students all to start their activity with a common scene.

You can either choose a template from the drop-down menu (this list will show all the comics you've previously created) or create one from scratch in the Comic Builder.

When you're finished, click Save Activity.

Assign your activity

[My Activities](#)[Shared Activities](#)[Create a New Activity](#)

Campaign Promises

Status: Unstarted

[Assign Activity](#)

Instructions:

If you were running as a candidate in a local election, what would your platform be?

Remix the comic below, showing at least 3 campaign promises you would make. Use the emotion controls and add new rows to your comic as needed.

[Edit](#)[Share Activity with other Teachers](#)[Delete](#)

If you're ready to assign your activity to your students, just click on the Assign Activity button. Your students will then see this activity waiting for them when they log in.

Sharing your activity with other teachers

Learn how to share activities that you've created with other teachers around the world on the Activity Library

Click the "Share Activity with other Teachers" button

My Report Card

Status: Unstarted

[Assign Activity](#)

Student Instructions:

Create a comic report card where you give yourself a grade in at least 2 subjects - and show your avatar explaining one thing you did well and one thing you need to improve on for each subject.

Choose any background you want for your comic, and bring your avatar to life by using the posing, eye and emotion controls from the Controls tab.



Edit



1



Share Activity with other Teachers



Delete

Shared activities have additional information available to other teachers. Please take a moment to add additional information about the activity.

Activity Notes

Title:

My Report Card

Description:

Provide a short explanation of your activity for other teachers.

Students create their own comic report card, explaining what they did well this year and what they can improve on.

Teaching Tips:

Optional - add tips, links or notes to help teachers deliver this activity.

Consider having students choose their favorite subject as the focus of their report card.

Grades Range

☒ Primary ☒ Intermediate ☐ Secondary

Subjects:

Choose which subject(s) best connect with this activity.

☐ Arts ☐ Business & Law
☐ Civics ☒ English/Language Arts
☐ ESL/ELL ☐ Health & Phys-Ed
☐ History ☐ Math
☐ Other ☐ Science
☐ Social Studies ☒ Values Education

Concepts:

Use 1-2 words per concept, separated by commas.

self-assessment x self-reflection x

[Share Activity](#)

[Cancel](#)

You can share any activities you've created with other teachers. Just follow these steps:

1. Click the *Share Activities with other Teachers* button.
2. Enter a brief description that summarizes the activity for other teachers.

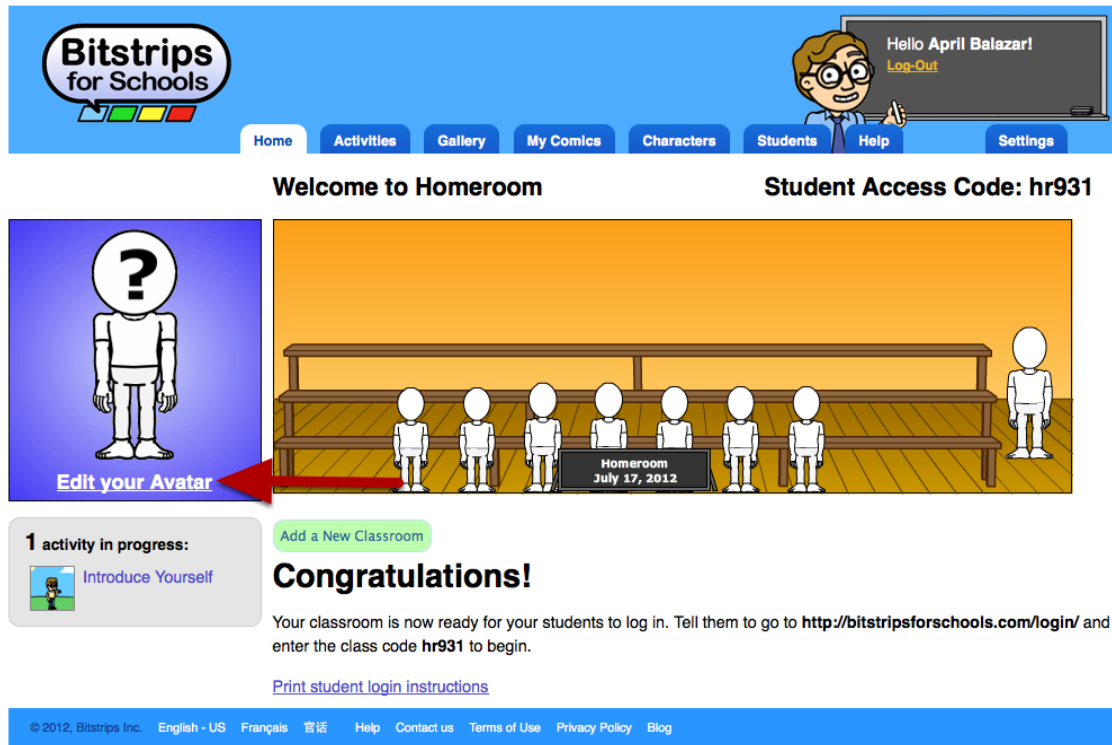
3. Include any teaching tips you'd like to include to help teachers get the most out of your activity.
- 4 & 5. Check off the appropriate grade levels and subjects your activity covers.
6. Add which concepts your activity covers.

When you're finished, just hit Share Activity. We'll then give it a quick review and add it to the Activity Library for teachers around the world to use in their classrooms!

Designing your avatar

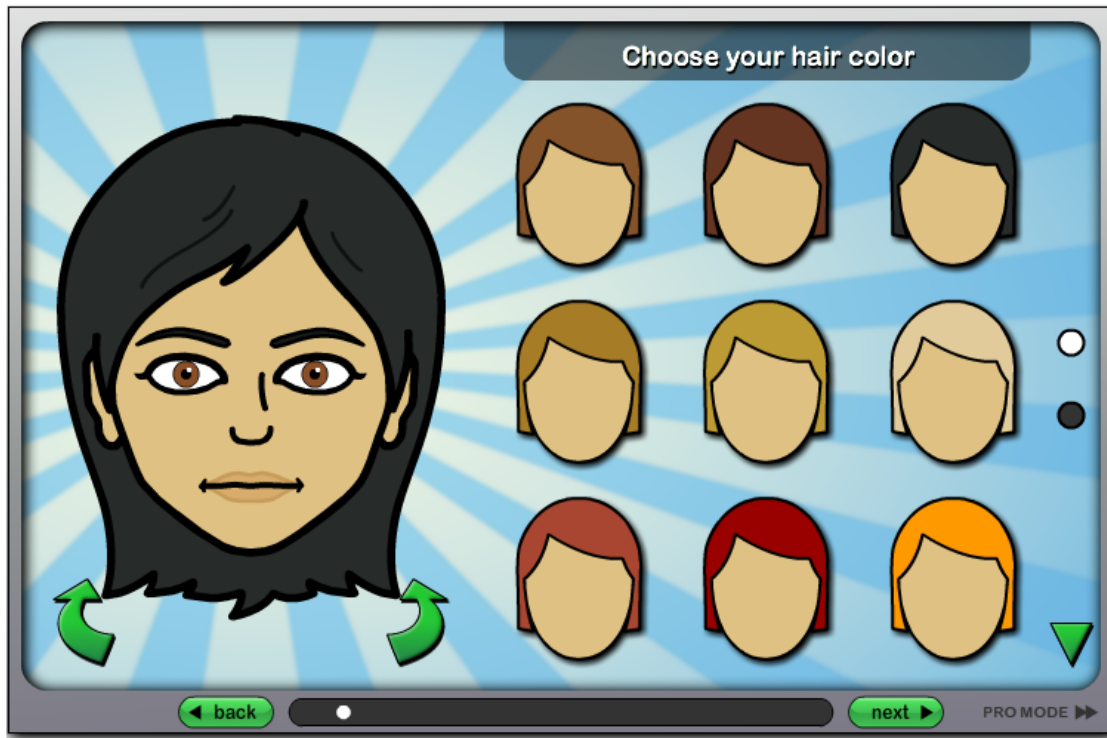
Learn how to design your avatar using the Character Builder

Launch the Character Builder from your homepage



One of the first things to do with a new Bitstrips for Schools account is create your avatar. Start by clicking *Edit your Avatar* just to the left of the class photo on your homepage. This will launch the Character Builder.

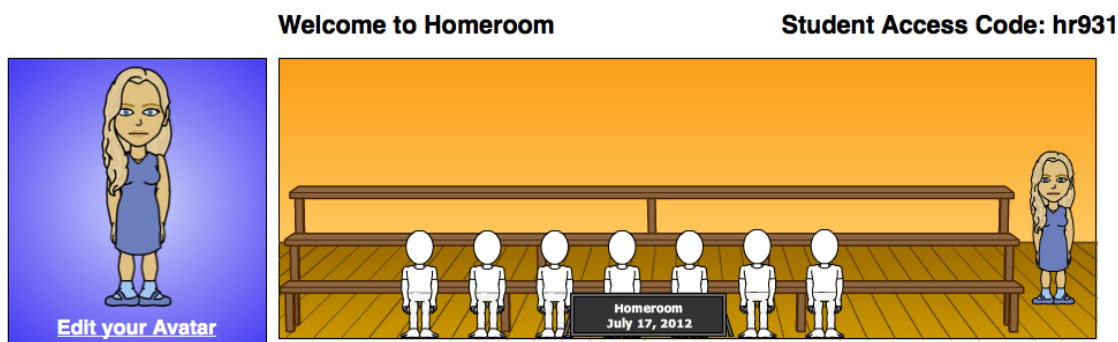
Follow the steps to design your avatar



When the Character Builder opens, you'll be guided through the design process step by step.

[Watch our tutorial video](#) for a detailed demo on how to design a character.

View your finished avatar in the class photo

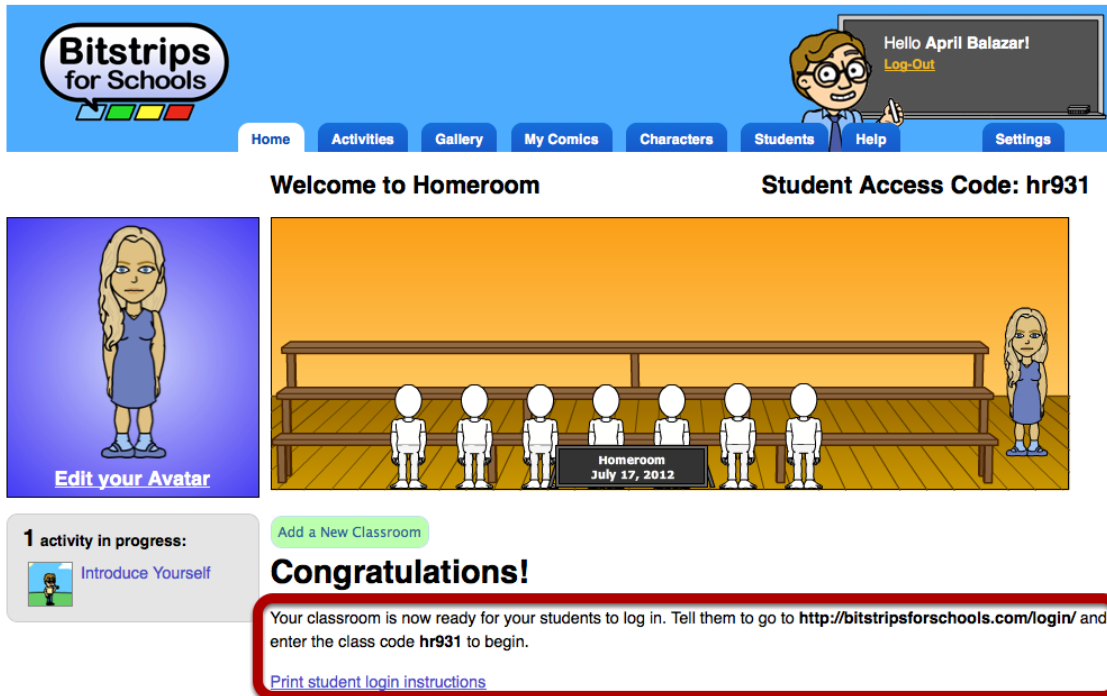


When you're finished designing your avatar, you'll see it appear automatically in the class photo. Your avatar is now also part of your character library and ready to be brought to life in your own comics!

Logging your students in for the first time

Give your students these instructions to log into their accounts

Find student login instructions right on your homepage



After you create your classroom, you'll see specific instructions for your students to log in on your homepage. These include:

1. Telling your students to visit bitstripsforschools.com/login.
2. Entering the unique class code that you created in the Student Login section.

You can also click the *Print student login instructions*, which will generate specific instructions that you can print and give to your students.

Direct your students to www.bitstripsforschools.com/login

Bitstrips for Schools Unlock the educational power of comics

Activities Testimonials Blog Support

Student Login

Enter your Classroom Code

Code:

Teacher Login

Email:

Password:

[forgot your password?](#)

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From the login page, your students will enter your unique class code in the *Code* field under the Student Login section, followed by hitting the Go button.

Students choose their name from the drop-down list

Classroom Login close or Esc Key

April Balazar's Homeroom Login

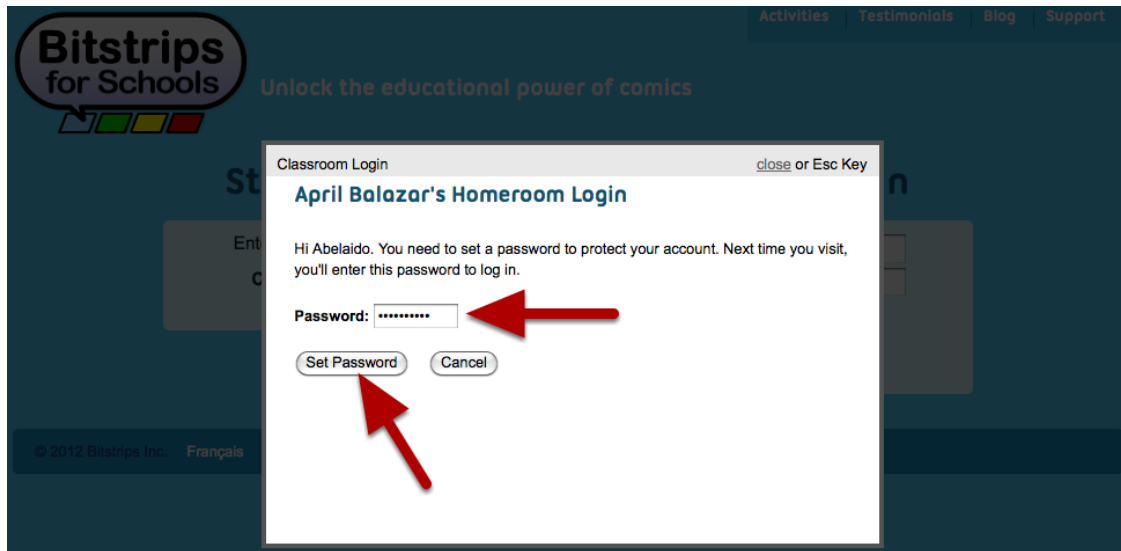
Select your name:

Can't find your name? Click here to add you to the classroom.

- Abelaído
- Bella
- Cassandra
- Dania
- Egbert
- Hector
- Mandy

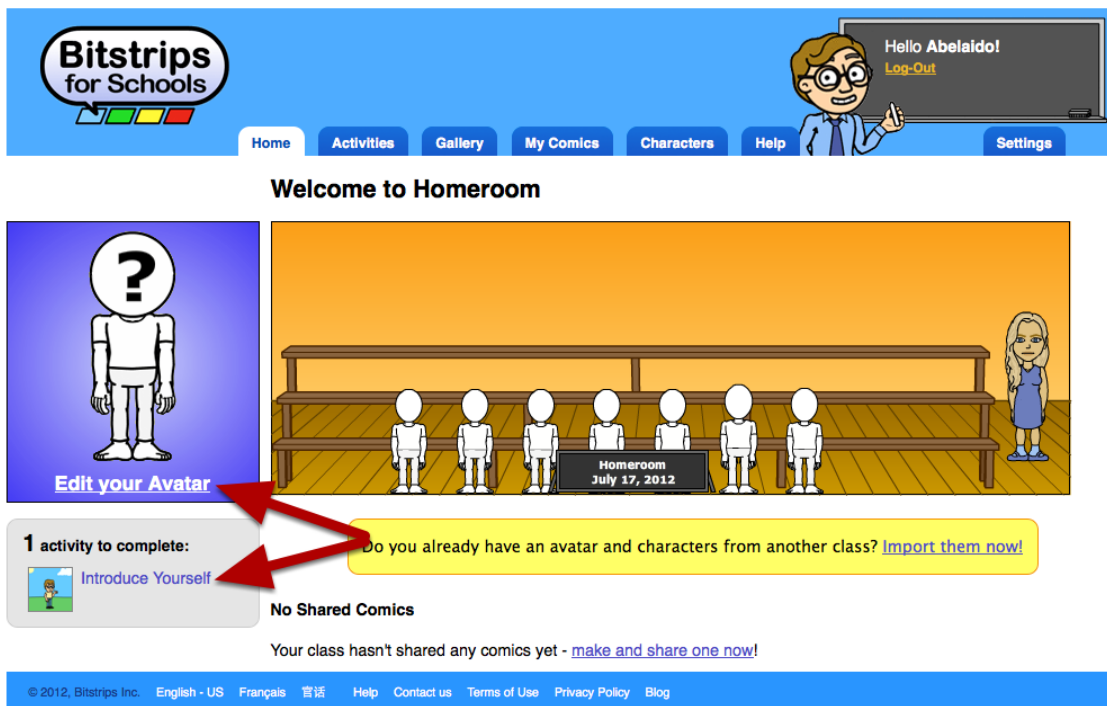
After entering their class code in the previous step, each student will be able to find their name in the drop-down list.

Students create a personal password and log in



After selecting their name in the previous step, students will be prompted to create a personal password, which should not be shared with anyone. The last step is to hit Set Password.

Time to dive in!



Once they're logged in, students can design their avatar and get started on any activities that you've assigned, which are clearly visible in their dashboard on the left. Now the fun begins!

Reviewing student comics and providing feedback

Learn how to keep track of student activity progress, and review and provide feedback on submitted comics.

Go to the activity that your students are working on

The screenshot shows the 'Homeroom' dashboard. At the top, a navigation bar includes tabs for Overview, Students, Activities, Comics, Characters, and Class Settings. A red arrow points to the 'Activities' tab. Below the navigation bar, the text 'Welcome to Homeroom' and 'Student Access Code: violet29' is displayed. The main area features a large illustration of a classroom with students sitting at desks. On the left, there is a section for 'Your Notifications' and '1 activity in progress: What Do You Do A...'. Below this, a red arrow points to the 'Activities' tab in the navigation bar. The 'Latest Shared Comics' section displays four comic thumbnails: 'Symmetry' by Lika, 'Untitled' by Farlowe, 'Superia...' by Lika, and 'Fact...' by Lika. Each thumbnail includes a brief description of the comic's content.

You can go to the activity that your students are working on either by clicking on the Activities tab at the top of the page, or directly from your dashboard on the left.

Select "Submitted for review" to read student comics

What Do You Do At Recess? Status: In Progress [Finish Activity](#)

Student Progress: [2 submitted for review](#), [1 in progress](#), [1 in revision](#), [1 approved](#), [10 unstarted](#)

Description:

Students show a schoolyard conversation or activity demonstrating respect for individual differences and ensuring inclusion of all students on the playground.

Student Instructions:

Create a schoolyard scene showing an activity where you and your classmates demonstrate respect for each other's differences and show how all students can be included in social activities at our school. Think about which social skills - both verbal and non-verbal - help build healthy relationships. Consider including one or more thought bubble to show how decisions are made by you and your classmates.

Use the copy and paste buttons to save time in creating your panels.

[View sample comic](#)

On the activity page, you can see how your students are progressing at a glance, categorized by:

- Comics needing your review
- Comics in progress
- Comics in revision (i.e. comics you have reviewed and sent back to the student to make improvements)
- Approved comics
- Unstarted comics

Click on the "submitted for review" link to start reviewing submissions.

Read submitted comics

Overview Students Activities Class Gallery My Comics Characters Class Settings

Back to My Activities

What Do You Do At Recess?

In Progress
[Ansel](#)

Submitted for Review
Melanie
[Yolanda](#)

In Revision
[Chloe](#)

Approved
[James](#)

Unstarted
[Bella](#)
[Darcy](#)
[Elle](#)
[Farlowe](#)
[Frederick](#)
[Kim](#)
[Naomi](#)
[Peter](#)
[Stephon](#)
[Themy](#)

[View Activity](#)

Melanie has submitted their comic for you to review.

Return comic for revision **Mark comic as approved**

☒ Add this comic to the class gallery

What Do You Do At Recess? by Melanie



Clicking on "submitted for review" in the previous step will load a feed of submitted comics, sorted alphabetically.

Read submitted comics one at a time, and choose either *Return comic for revision* or *Mark comic as approved*.

If returning comic for revision, optionally provide feedback

What Do You Do At Recess?

In Progress
[Ansel](#)

Submitted for Review
Melanie
[Yolanda](#)

In Revision
[Chloe](#)

Approved
[James](#)

Unstarted

Melanie has submitted their comic for you to review.

1 **Return comic for revision** **Mark comic as approved**

☒ Add this comic to the class gallery

Revision notes for Melanie:

Great work, but please fix your punctuation and spelling in the last panel, and then resubmit.

2 [Send Back](#) [Cancel](#)

If returning comic for revision, add an optional message with feedback or further instruction. Your student will see this feedback the next time he or she logs in. The student can then revise the comic and resubmit it to you.

After you click either Return comic for revision or Mark comic as approved, the next submitted comic will load automatically. You can also click on any student name on the left to see their comic in its current state.

Sharing comics on your class gallery

Learn how to add student comics to the class gallery so classmates can read and comment on each other's work

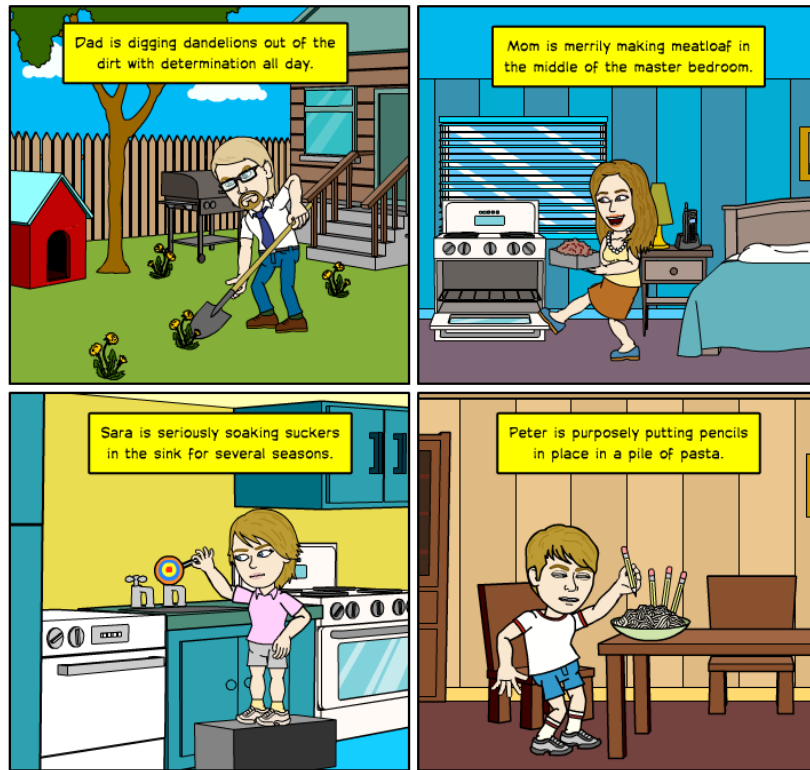
Load a comic and click "Add to class gallery"

Tongue Twisters

Approved

[View Activity](#)

Tongue Twisters



Add to class gallery

Return comic for revision



Print



Download

Add any comic to your class gallery just by clicking the *Add to class gallery* button below the comic.

The comic is now visible to all students to read and comment on!

Overview Students Activities **Class Gallery** Characters Class Settings

Back to Class Gallery

1 of 9

Tongue Twisters

www.bitstripsforschools.com

comment laugh remix share blog download print flag 2012-07-06 laughs: 0 views: 2

Add a comment: (close)

I love the 2nd panel best!

Post Comment

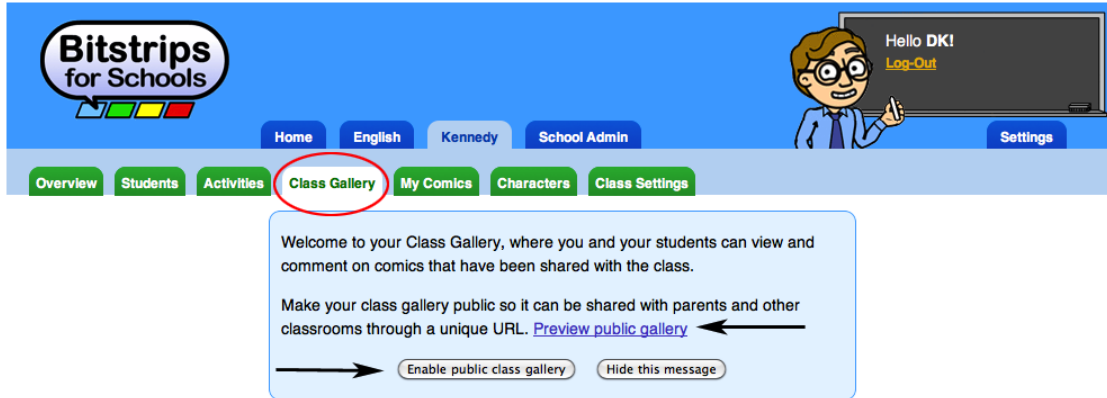
Emotion and volume controls for comments.

You and all of your students can view the comic from the Class Gallery tab, and then post comments, and even remix.

Sharing your class gallery with parents and other teachers

Make your class galleries publicly viewable, so parents, colleagues and your whole community can read all of the inventive comics your students have made.

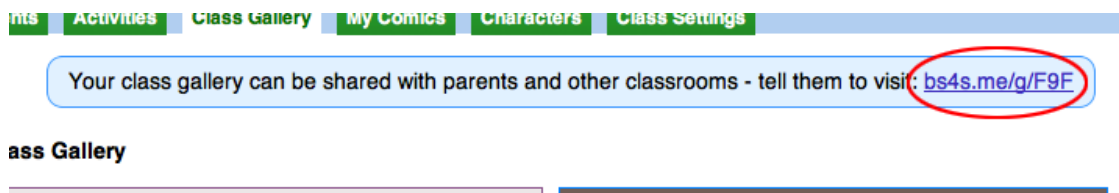
Go to your class gallery page



On your classroom's Class Gallery page, you'll find a blue box with instructions for sharing your gallery. Click the Preview public gallery link to see how your gallery will appear to others. To make it public, click the Enable public class gallery button.

(If you don't see this blue box on your Class Gallery page, go to your Class Settings and check the Enable public class gallery box under Class Permissions and hit Save at the bottom. Then return to your Class Gallery on follow the steps below.)

Share your public gallery link



Next you'll see a link that you can share with people to view your gallery. Visitors to this link will only be able to see comics that you've posted on your gallery – the rest of your classroom stays private, as always.

View your public gallery

Welcome to English's Comic Gallery!



Class Comics

	Geography Lesson by Bess 2 views 0 likes		Superlatives by Harry 2 views 0 likes
	Fact and Opinion by Egbert 2 views 0 likes		The great debate! By Abelaido 2 views 0 likes
	Stop Cyberbullying by Benson 5 views		Protecting our env... by Jen 14 views

Clicking any comic box opens a viewer where visitors can easily read all of your class comics in sequence!

Turning public class galleries on and off

You can turn public galleries on and off anytime from your Class Settings page – just check or un-check the Enable public class gallery box under Class Permissions.