

Waterford.org Playlist Guidance



Table of Contents

All About Playlists	2
What is a Playlist?	2
Why would I use a Playlist?	2
Playlists How-To	2
How do I Assign a Playlist?	2
What is a Playlist?	2
Why would I use a Playlist?	2
How do I Create a Playlist?	3
How do I find a Playlist?	3
How do I Delete a Playlist?	6
How do I Edit a Playlist?	7
How do I Share a Playlist?	7
How do I View a Playlist?	7
How do I use a Playlist during group instruction?	7
Frequently Asked Questions.....	8
Can I add a Resource to a Playlist?.....	8
Can I Assign a Playlist to an individual student? Small group? Whole class?.....	8
Can I share a Playlist with a colleague?	8
Does a Playlist count toward minutes recorded in Waterford.org?	8
How does a student know if a Playlist has been assigned?	8
How many Digital Activities are recommended in a Playlist?.....	8
What if I Edit a Playlist after I Assign or Share it?.....	8
Can I see an assigned child’s Playlist completion report?	8

All About Playlists

What is a Playlist?

A *Waterford Playlist* is a group of *Digital Activities* selected by an educator and organized into a sequence to meet a specific learning objective. It may be *Assigned* to groups of students or individual learners.

Why would I use a Playlist?

As an educator, you may use Playlists to differentiate instruction to meet the needs of learners with a wide variety of skill levels, learning abilities, and spoken languages.

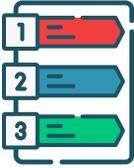
Playlists How-To

How do I Assign a Playlist?

You may *Assign a Digital Activity* as a stand-alone *Playlist* directly from *Search* results. You may also *Assign a Playlist* that already exists.

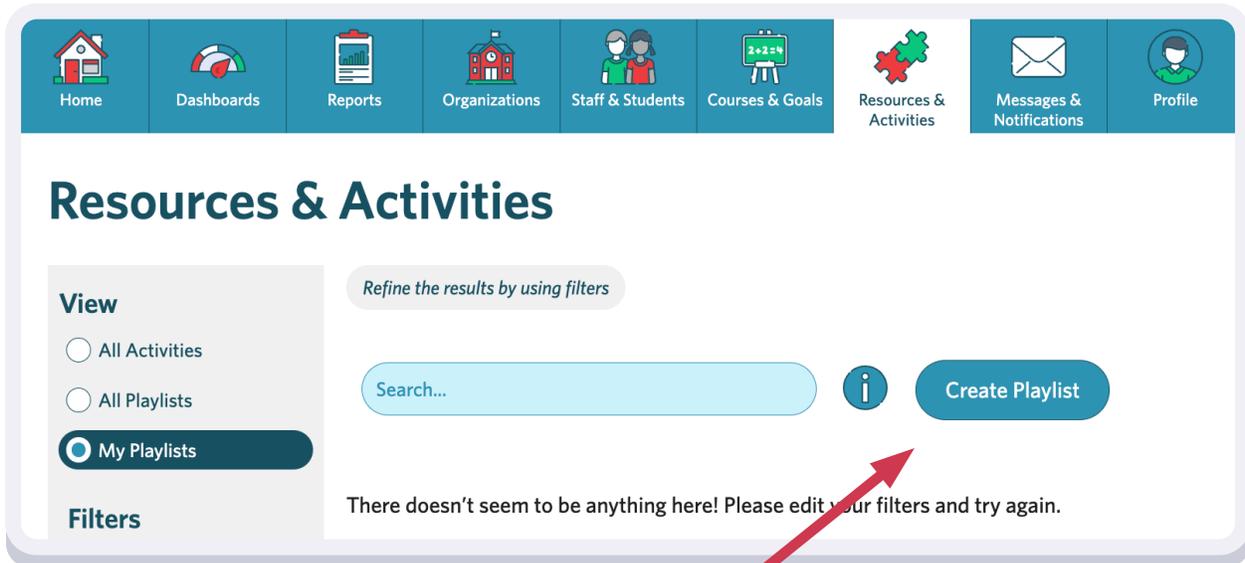
1. Select on the menu bar to the right of the Activity or Playlist.
2. Select Assign. A pop-up window will appear in your browser.
3. Select the classroom of the student(s) you would like to assign the resource from the dropdown bar.
4. Select the student(s) who you would like to Assign the resource. To Assign an entire classroom, choose Select All.
5. Select how you would like to Assign the resource from the following options:
 - Before Course:** at the beginning of a student's regular session
 - Stand-alone:** outside of a student's regular session
6. Select the date that you would like the student to access the content from the following options: Immediately or on a specific date selected from the dropdown calendar.
7. Select the date that you would like to delete the assignment from the following options:
 - On student completion, or on a specific date selected from the dropdown calendar. Note that once the learner completes it the Playlist is removed, regardless of the set end-date.
8. Confirm your choices by Selecting the blue Assign button.

Note: When the learner logs in to Waterford.org the Playlist tile appears as numbered red, blue, and green lines.



How do I find a Playlist?

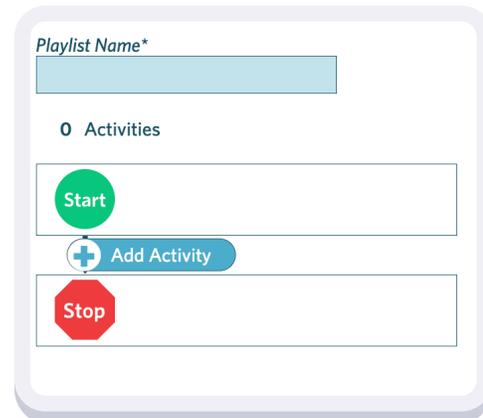
While logged in to Waterford.org, choose the *Resources & Activities* tab. Choose *All Playlists* to view over 1,200 Waterford.org curated *Playlists*. Choose *My Playlists* to view the *Playlists* that you created. Within *My Playlists* you may also choose *Shared with Me* to view *Playlists* that are shared in your Waterford.org account.



How do I Create a Playlist?

While logged into *Waterford Reading Academy*

1. Choose the *Resources & Activities* tab.
2. Select the *My Playlist* View.
3. Choose *Create Playlist*.
4. Title the new *Playlist* in the open text box labeled *Playlist Name* with a relevant name. If many *Playlists* are shared on your organization's account, you may want to create a shared naming convention such as, 'PreK Unit 6.2 Upper Case Z.'
5. Choose the *Plus (+)* and then choose *Add Activity*.



How do I Create a Playlist? *continued*

6. You may now *Search* for an *Activity*. First, select your *Filters*. In this example, the *Filter* was selected for *Subject & Strand > Literacy > Phonics and Grade Level > PreK*.

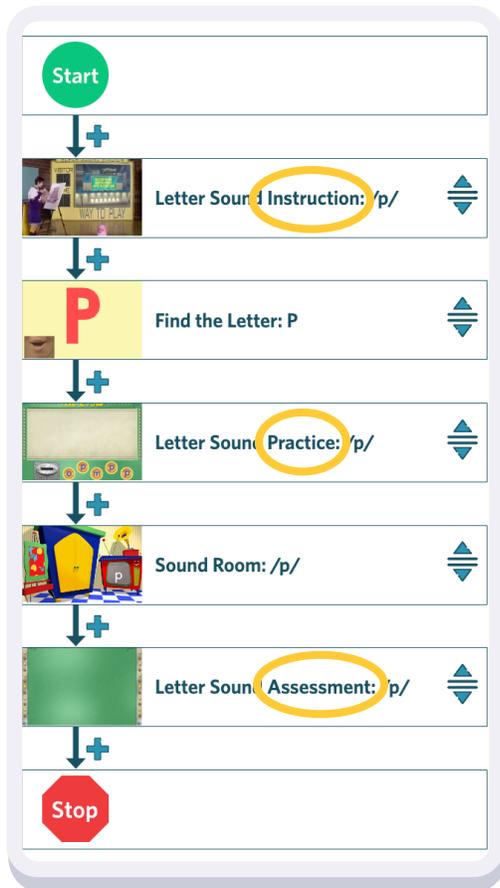
The image shows two filter panels. The left panel is titled "Subject & Strand" and has a dropdown arrow. It contains four options: "Literacy" (checked with a blue checkmark), "Math", "Other", and "Science". Each option has a "View by strand..." link with a dropdown arrow. The right panel is titled "Grade Level" and also has a dropdown arrow. It contains four options: "Prekindergarten" (checked with a blue square), "Kindergarten", "First grade", and "Second grade".

7. The next step in your *Search* is to enter text in the *Search* box. In this example, the letter P was typed into the *Search* box. Note that your text remains in the search, but no longer appears as text in the *Search* box once you press *Enter* on your keyboard. Pressing *Enter* will activate the *Search* and reveal the results.

The screenshot shows a modal window titled "Add an activity to this playlist" with a close button (X) in the top right. On the left is a "Filters" sidebar with expandable sections for "Language", "Resource Type", "Subject & Strand", and "Grade Level". To the right of the sidebar are filter tags: "Literacy", "Prekindergarten", and "Z", each with a red X to remove it, and a "Clear Filters" button. Below the filters is a "Search..." input field. The main area displays a search result for "Letter Checker: Z" with the description "Recognize and identify capital letter Z." The result includes a thumbnail image of ants and a red "Add" button. Below the result is a red "Activity" button.

How do I Create a Playlist? *continued*

8. Choose *Add* for the *Activity* you want in the *Playlist*. Repeat steps 4, 5, and 6 until you have completed the *Playlist*. Each *Activity* takes approximately 2 to 5-minutes to complete. An ideal *Playlist* should be brief, intentional, and targeted to your learning goal. Waterford.org suggests no more than 5 *Activities* in a *Playlist*. For early learners it may be more age-appropriate to limit *Playlists* to 2 *Digital Activities* assigned on occasion, instead of lengthy *Playlists* every day. *Note: Not all Playlists include titles with instruction, practice, and assessment. However, Waterford.org has developed resources to support educators searching for content. Refer to the Best Practices to Search Resources and Activities in this document.*



Brief

Intentional

Targeted

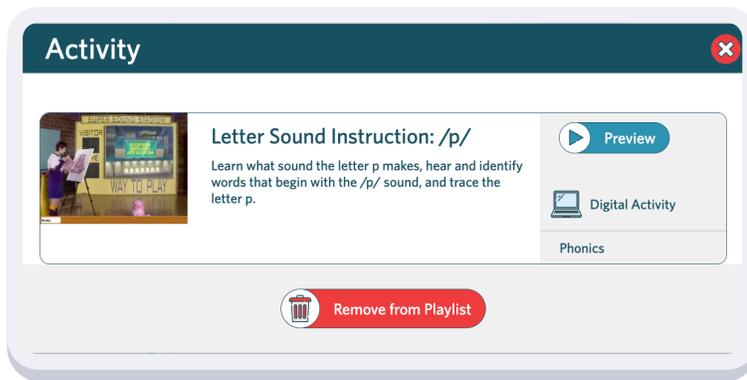
**5
Digital
Activities**

**Instruction,
Practice, and
Assessment**

Letter Sound /p/

How do I Create a Playlist? *continued*

9. You may also *Remove Activities* from the *Playlist*. Or you may reorder activities as desired by selecting the blue icon on the right side of the Activity. Then you may choose *Remove from Playlist*.

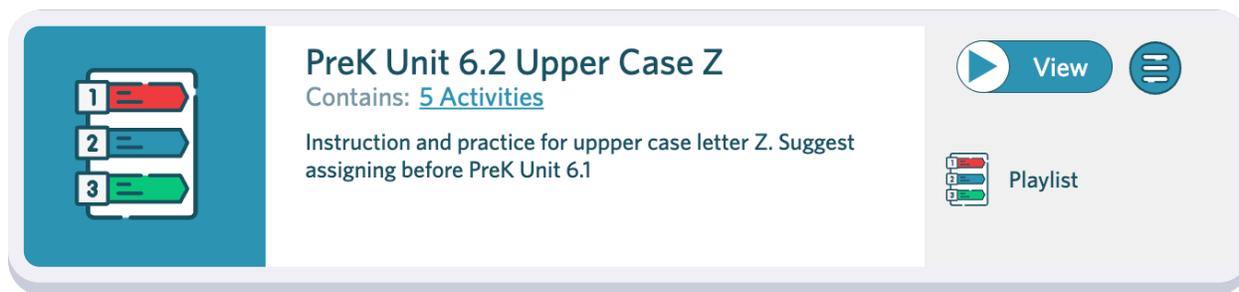
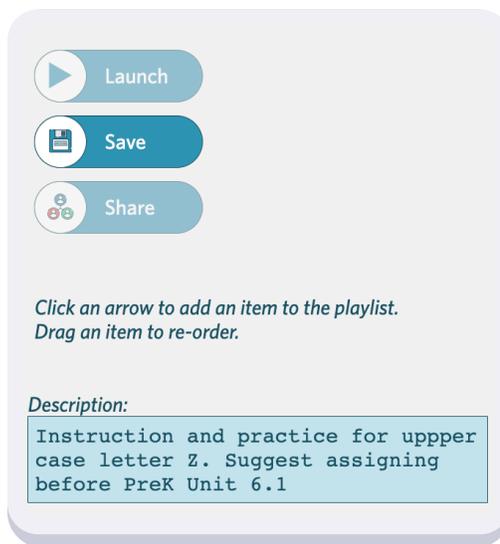


10. You may include a *Description* if you choose, but it is not required. You may want to create a uniform description sentence stem with your collaborators so that there is consistency across the *Playlists* created on your organization's account. A description might include:

- **Instruction and Practice:** Type of Activity - Instruction / Practice / Assessment
- **Upper Case Z:** Sub-skill
- Educator **instructions** identifying a *Playlist* that should occur before and after if your organization is creating sequenced *Playlists*.

11. Choose *Save*.

12. Once you *Save* your *Playlist* it will automatically appear in your *My Playlists*. If you choose to *Share* your *Playlist* it will appear in *All Playlists* and will also appear in *Shared with Me*. If you included a *Description* your text will appear as a preview on the *Playlist* card. The *Description* shown represents steps 7 a, b, and c.



How do I Delete a Playlist?

You cannot *Delete* Waterford.org global *Playlists*. You may only *Delete* the *Playlists* that you have created. Select on the menu bar to the right of the *Playlist*.

1. Select the red *Delete* button. A pop-up window will appear.
2. Select *Yes* and *Delete* to confirm your choice

Note: If the custom Playlist is Assigned to students or Shared with others, it will be removed from these users' accounts as well.

How do I Edit a Playlist?

You can *Edit* a *Playlist* after it is created. Once you *Edit* a *Playlist* the changes are global to all existing assigned *Playlists*.

1. Select the menu bar to the right of the *Playlist*.
2. Select the *Edit* button. A pop-up window will appear.
3. *Edit* the *Playlist* as desired.
4. Select *Save*.



How do I Share a Playlist?

Once you Search and find the *Playlist* you want to share, you can choose the *Share* feature.

1. Select the menu bar to the right of the *Playlist*.
2. Select the *Share* button. A pop-up window will appear.
3. Choose "My District."
4. Close the box. (Note: Current development will enable you to choose *Save* to verify the change, at which time this document will be updated.)

How do I View a Playlist?

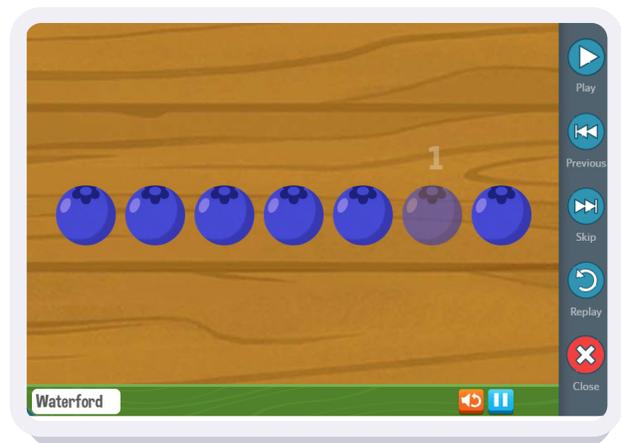
Before you may *View* a *Playlist*, you must *Search* for it. Once you have found the *Playlist* you want to view, you can play the whole *Playlist* by selecting on the play button on the left side of the *Playlist* card view. You may also *Select* on the number activities in the card view and play each *Digital Activity* individually if desired. Viewing the individual *Digital Activities* allows you to learn more about specific content in each *Activity* that makes up the *Playlist*.

How do I use a Playlist during group instruction?

Teachers can share all Waterford Playlists as part of whole-class or group lessons by projecting the activity on an interactive smartboard.

After [searching for the Playlist](#) you would like to share, select *View* to look through all activities in the selected *Playlist* as a group. As you complete the *Playlist* digital activities, you can use these navigation buttons:

- Pause
- Replay Previous Activity
- Skip to the Next Activity
- Replay Current Activity
- Close Playlist and Return to Resources & Activities
- Replay Audio Instructions



Frequently Asked Questions

Can I add a Resource to a Playlist?

No. Resources are supplemental content for differentiated instruction online or offline. Resources can be used online for whole group instruction using a smartboard. Resources are not interactive, as opposed to Digital Activities that are interactive. Resources cannot be assigned to a learner, group, or class. Resources cannot be added to a Playlist. An educator may want to use Resources to find high-quality lesson plans and ideas, provide Caregivers with at-home guidance, use student worksheets that reinforce instruction, or learn more about Dashboards and Reports, or other 'How-To' guidance.

Can I Assign a Playlist to an individual student? Small group? Whole class?

You can *Assign a Playlist* to an individual student, small group, or whole class. Reference *How do I Assign a Playlist*.

Can I share a Playlist with a colleague?

You cannot share a *Playlist* with an individual colleague. You can share a *Playlist* globally with your account (school district).

Does a Playlist count toward minutes recorded in Waterford.org?

No time is recorded toward a children's tracked learning time (in minutes) completed in Waterford.org reading, math and science, or SmartStart. Reports that feature a record of time will not include minutes engaged in *Playlists*.

How does a student know if a Playlist has been assigned?

A *Playlist* appears as a separate 'tile' in the learner's sequence before or after reading, math and science, or SmartStart based on the educator's decision where to assign the *Playlist*. The educator can also choose for the *Playlist* to appear in a separate row below reading, math and science, or SmartStart. At this time, verification can be done with the *Impersonate* feature on an individual learner basis.

How many Digital Activities are recommended in a Playlist?

As a rule, a *Playlist* should have no more than five *Digital Activities*. There will always be exceptions, depending on how the educator chooses to use *Playlists*. Educators should use reasonable best efforts to keep *Playlists* short and age-appropriate for early learners. Each *Digital Activity* in a *Playlist* ranges in time from two to five minutes, in addition to considering the speed that an individual learner progresses through the content. An ideal *Playlist* should be brief, intentional, and targeted. Waterford.org suggests no more than 5 *Activities* in a *Playlist*. Early learners should not be engaged in lengthy *Playlists*. It may be more age appropriate to limit *Playlists* to 2 *Digital Activities* on occasion, instead of every day. It may also be more appropriate to *Assign* only 1 *Digital Activity*. This can be done directly from *Search* results without creating a unique *Playlist*.

What if I Edit a Playlist after I Assign or Share it?

Edits to a *Playlist* will be reflected globally. This means a student who is Assigned a *Playlist* will now see the updated *Playlist* after it is edited. A Shared *Playlist* will reflect the updates after it is edited.

Can I see an assigned child's Playlist completion report?

There are no reports associated with *Playlists*. *Playlists* should be used to reinforce instruction with unscored practice.