

## Guide to Getting Started with DBQ Online

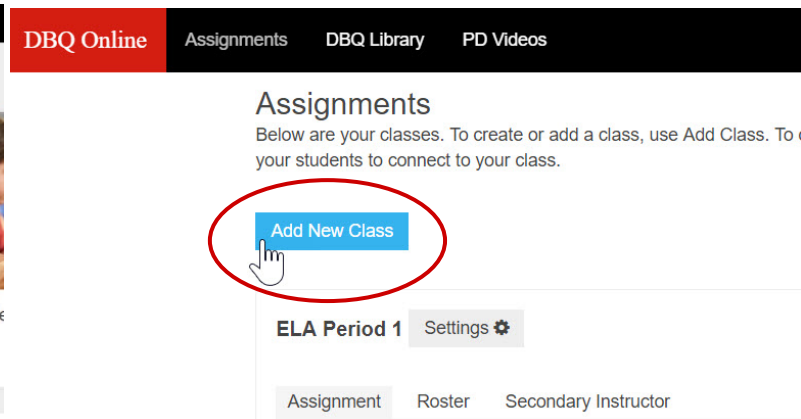
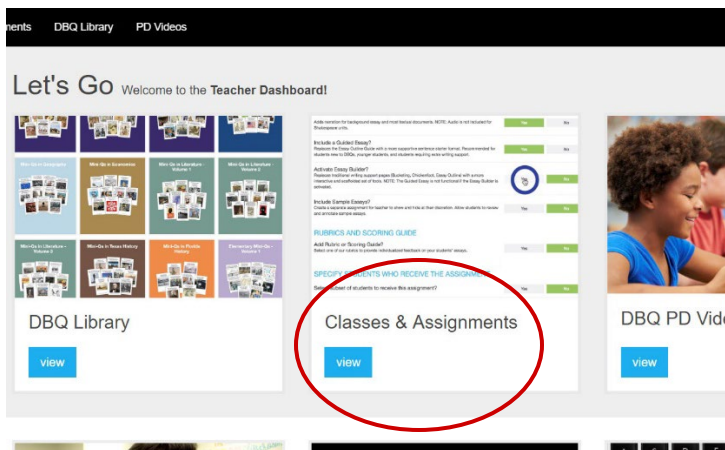
[Watch 4-minute video](#) on first 3 steps for you and your students.

- Setting up a Class
- Creating an Assignment
- Viewing Student Work and Providing Feedback
- Overview of Annotation Tools and Navigation

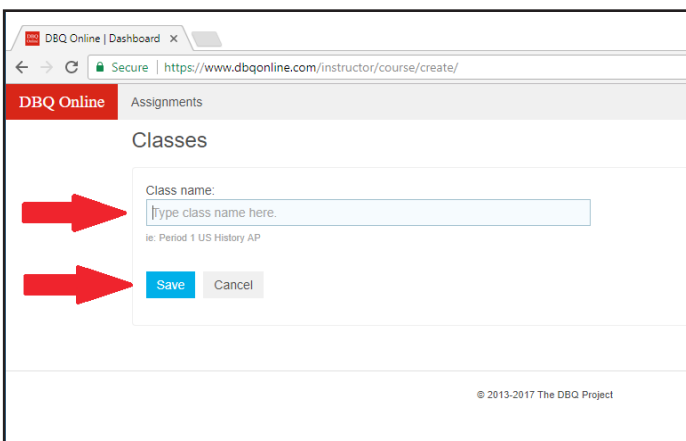
### How to Set Up a Class:

1. After logging into DBQ Online, click “Classes and Assignments”.

2. Click “Add New Class”.

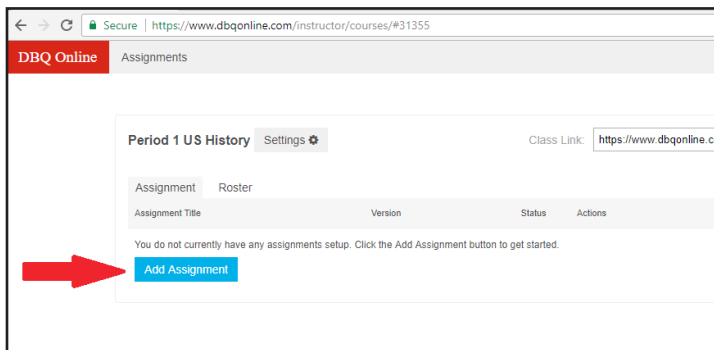


3. Type in the name of class and click “Save”.

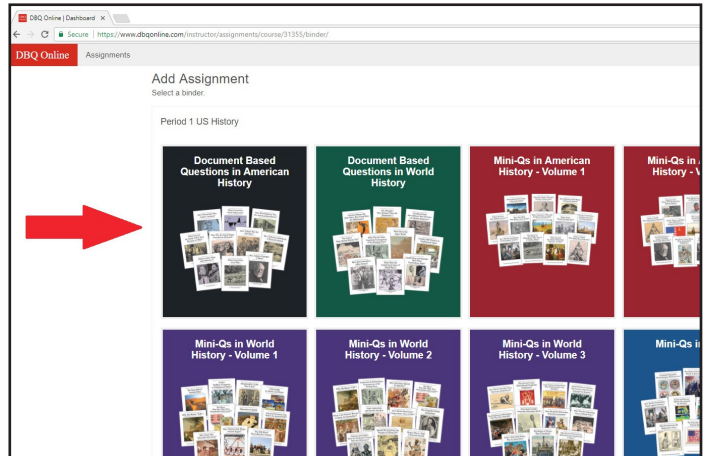


# How to Create an Assignment:

1. Under newly created class, click “Add Assignment”.



2. Click on the binder you want to use.

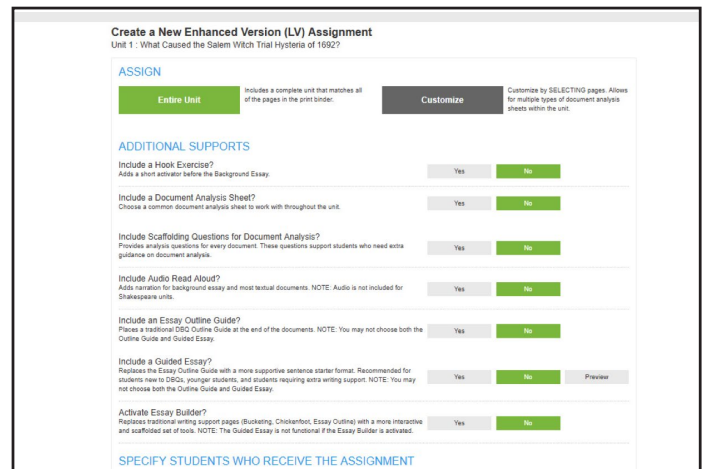
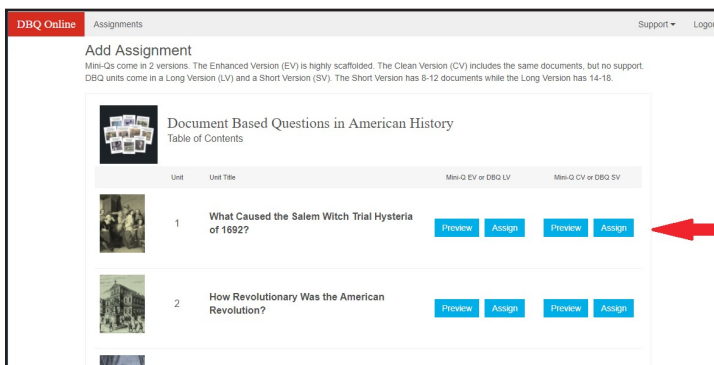


3. Click “Assign” next to chosen assignment. You may also click “preview” before assigning the DBQ to look through the documents.

**Note:** The Enhanced Version (EV) is highly scaffolded. The Clean Version (CV) includes the same documents, but no support. DBQ units come in a Long Version (LV) and a Short Version (SV). The Short Version has 8-12 documents while the Long Version has 14-18.

4. Choose the scaffolding supports that your students need. You may assign the entire unit or customize to de-select certain pages.

**Note:** Please read descriptions of scaffolding options carefully

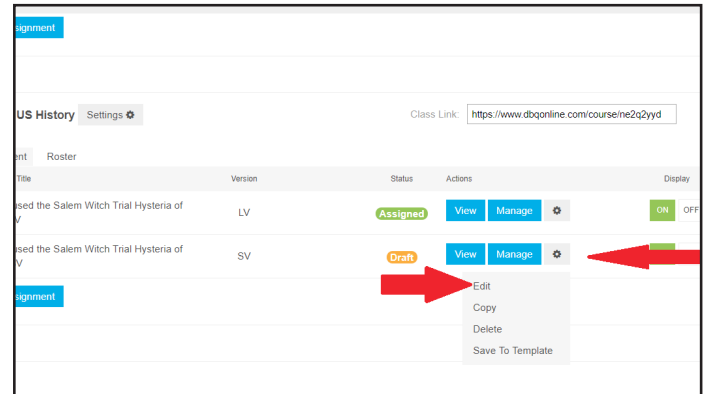
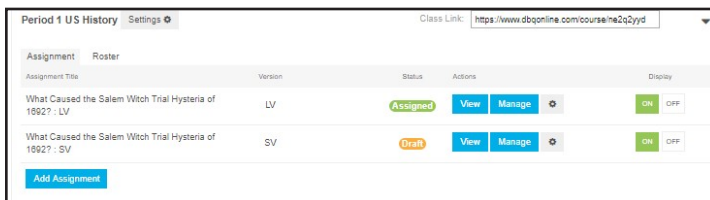


## How to Create an Assignment Continued...

5. Click “Save & Assign” to publish assignment to your class. OR Click “Save” to save as a draft that your students cannot see.

**Note:** If your students say they cannot see an assignment, make sure you did not accidentally save it as a draft (see image below).

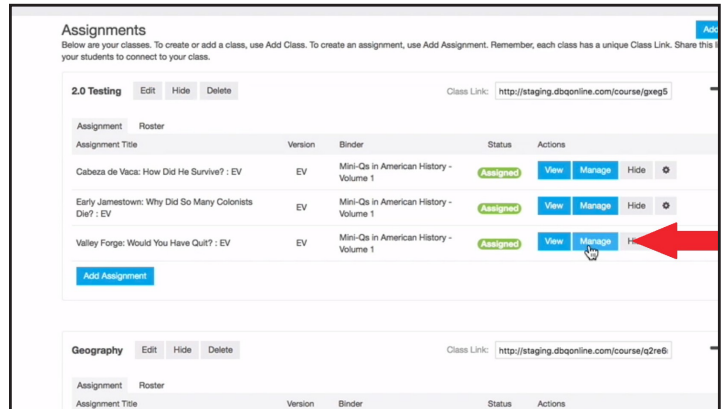
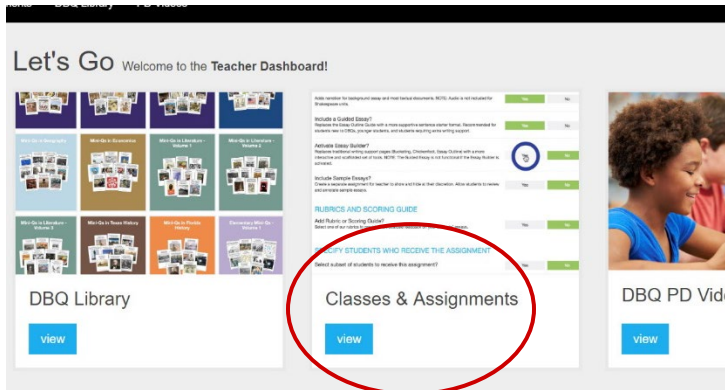
6. If you did save as a draft and would like to publish the assignment, click the settings wheel and click “Edit”. Then click “Save & Assign”.



# How to View Student Work and Provide Feedback:

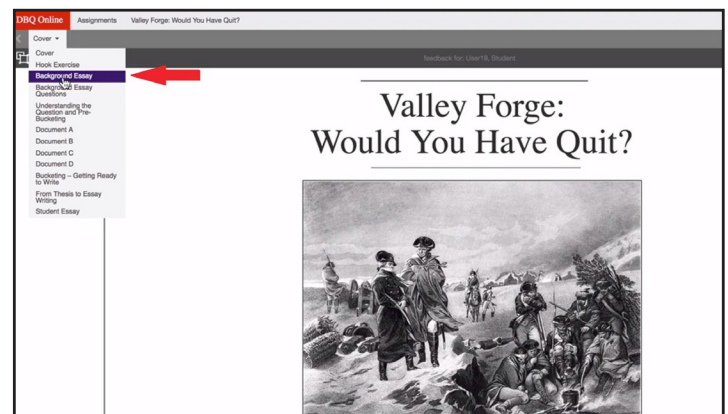
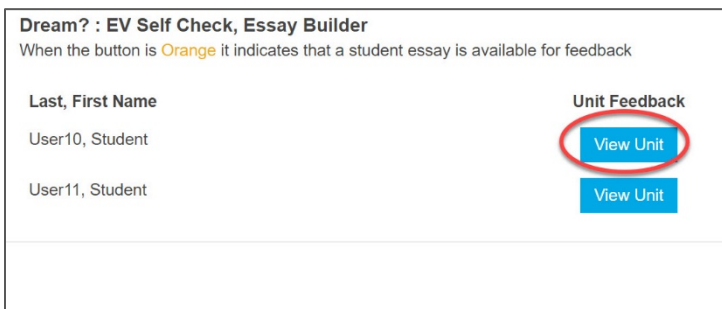
1. Click “Classes & Assignments” and find your class of choice.

2. Click “Manage” next to the assignment you would like to review.



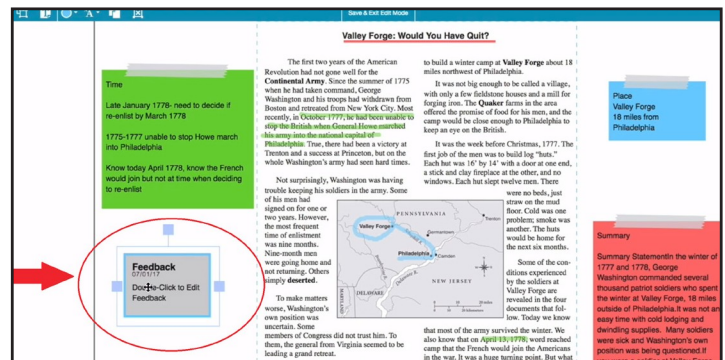
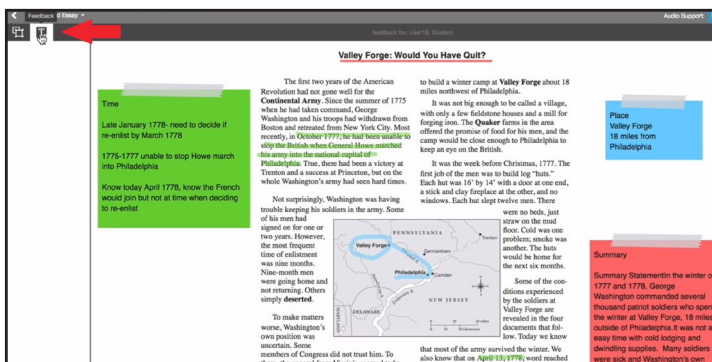
2. Click “View Unit” next to the student’s work you would like to view.

3. Click on the page you would like to review.

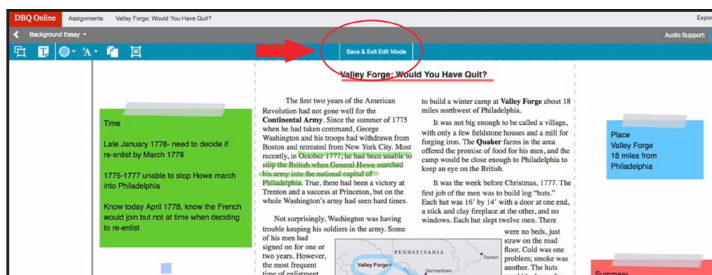


4. Click on the “T” to add a “Feedback Sticky Note”.

5. Enter feedback for student in “Feedback Sticky Note”.



7. Click “Save & Exit”.





## Toolbar and Annotation Tools

Export work to a Word or Google Doc

Export Teacher Support Logout

You can use either the *Table of Contents* or the arrows to change pages

Teachers can toggle back and forth between the teacher pages and student pages. Students only have access to student pages

DBQ Online Assignments What Was the Underlying Cause of World War I?

Cover Hook Exercise Background Essay Background Essay Questions Understanding the Question and Pre-Bucketing Document C Document D Document E Document F Essay Builder

# What Was the Underlying Cause of World War I?



Teacher Support Logout

TEACHER'S TOOLKIT

- Table of Contents
- Introduction
- Teaching a Mini-Q Unit
- Document Analysis Sheets
- Rubrics and Scoring Guides
- Outline Guide and Guided Essays

LITERACY STRATEGIES

- Table of Contents
- Vocabulary
- Before Reading
- During Reading
- After Reading

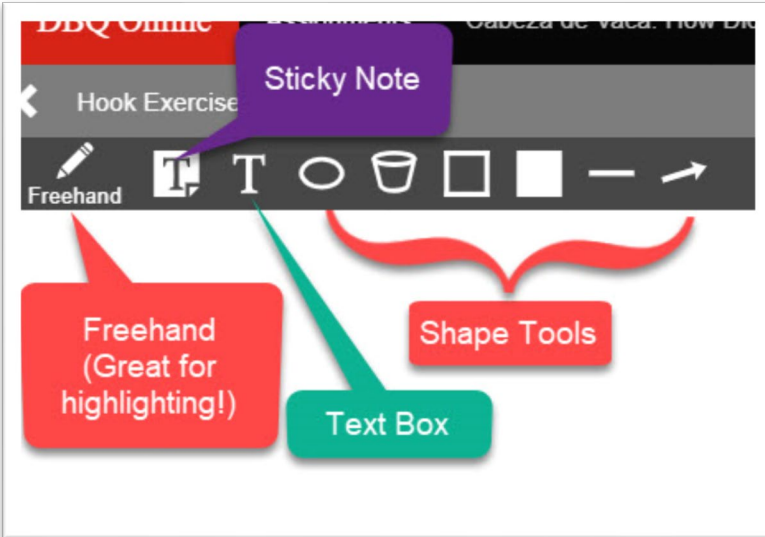
## Annotation Tools and Modifications:

Sticky Note

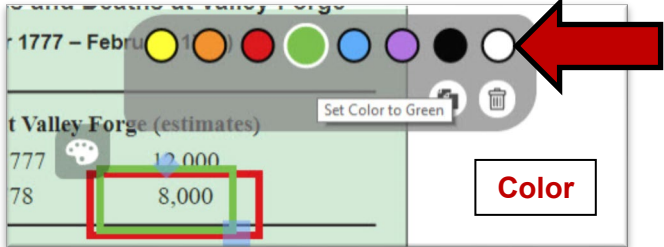
Freehand (Great for highlighting!)

Text Box

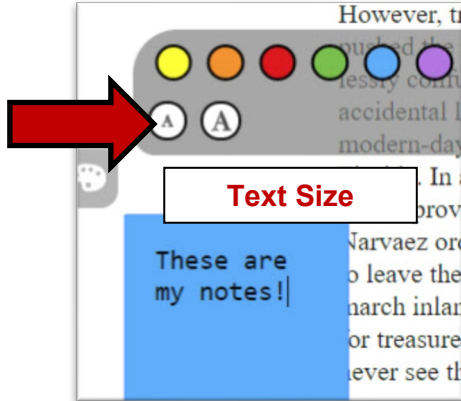
Shape Tools



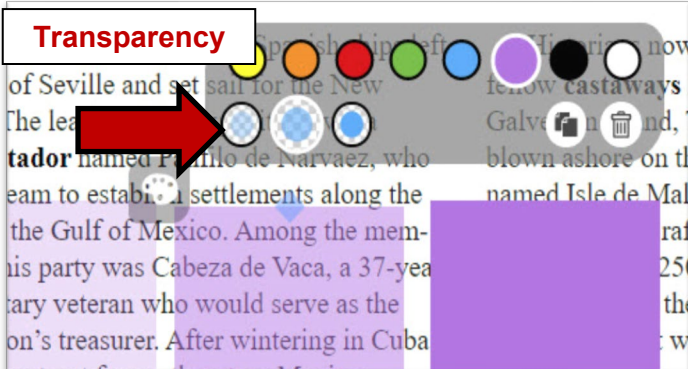
Color



Text Size



Transparency



Line Thickness

