

# Welcome

Thank you for choosing Showbie! We're thrilled you've selected Showbie to help transform your classroom into an exciting digital learning environment. This Quick Start Guide is designed to teach you how to:

- Create a Showbie account
- Set up your class
- Create and share assignments
- Use Showbie to provide feedback to your students



## What can Showbie do for you?

Showbie will make your life easier. It eliminates photocopying, helps you stay organized, and provides endless storage space for student work and portfolios. Using Showbie, you can:

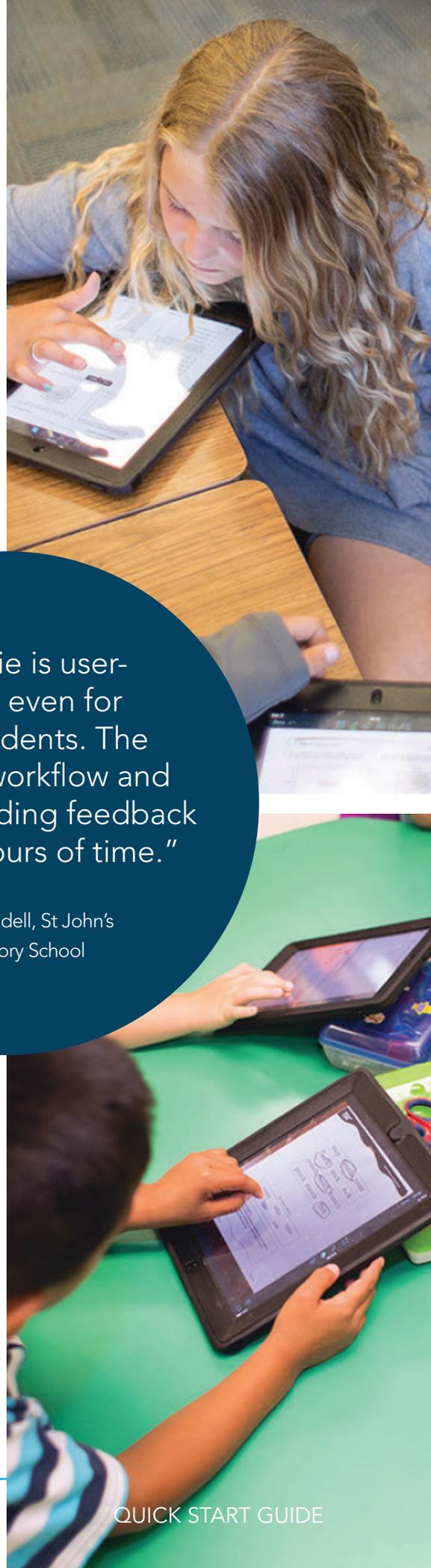
-  Easily share documents with students
-  Provide rich and timely feedback using features including Pen, Highlighter, Voice, and Text annotation tools
-  Collaborate and share files with colleagues
-  Keep parents informed on student progress with mobile updates

"Showbie is user-friendly, even for young students. The paperless workflow and ease of providing feedback saves me hours of time."

- Rachel Fondell, St John's Preparatory School

"Showbie is intuitive, accessible, interactive, and functional. It facilitates aspects of my classroom instruction with an ease no other technology offers."

- Ron Perkins, Calvary Christian High School

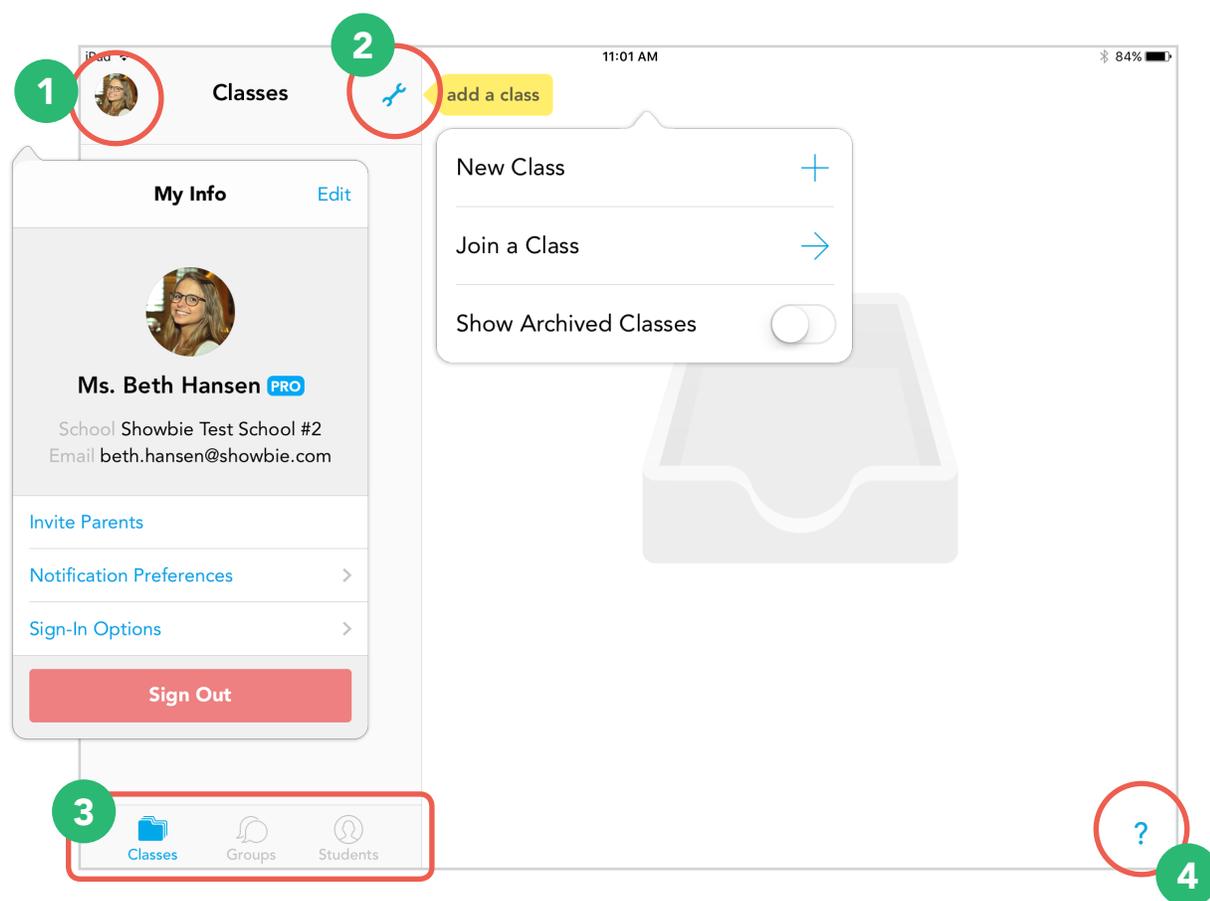


## Create a Showbie Account

- Visit [www.showbie.com](http://www.showbie.com) or download Showbie from the [Apple App Store](#)
- Click on [Sign up for Free](#)



Enter your name, email, and a password. You can also link your account to your Google account. To learn how, [click here](#).



### 1 My Info Popover

At the top left of the sidebar, you'll see your name. Tap this to open your profile where you will then see your picture and your school. From here, you can edit your information, change your notification settings, or change your password settings.

### 3 Navigation Tabs

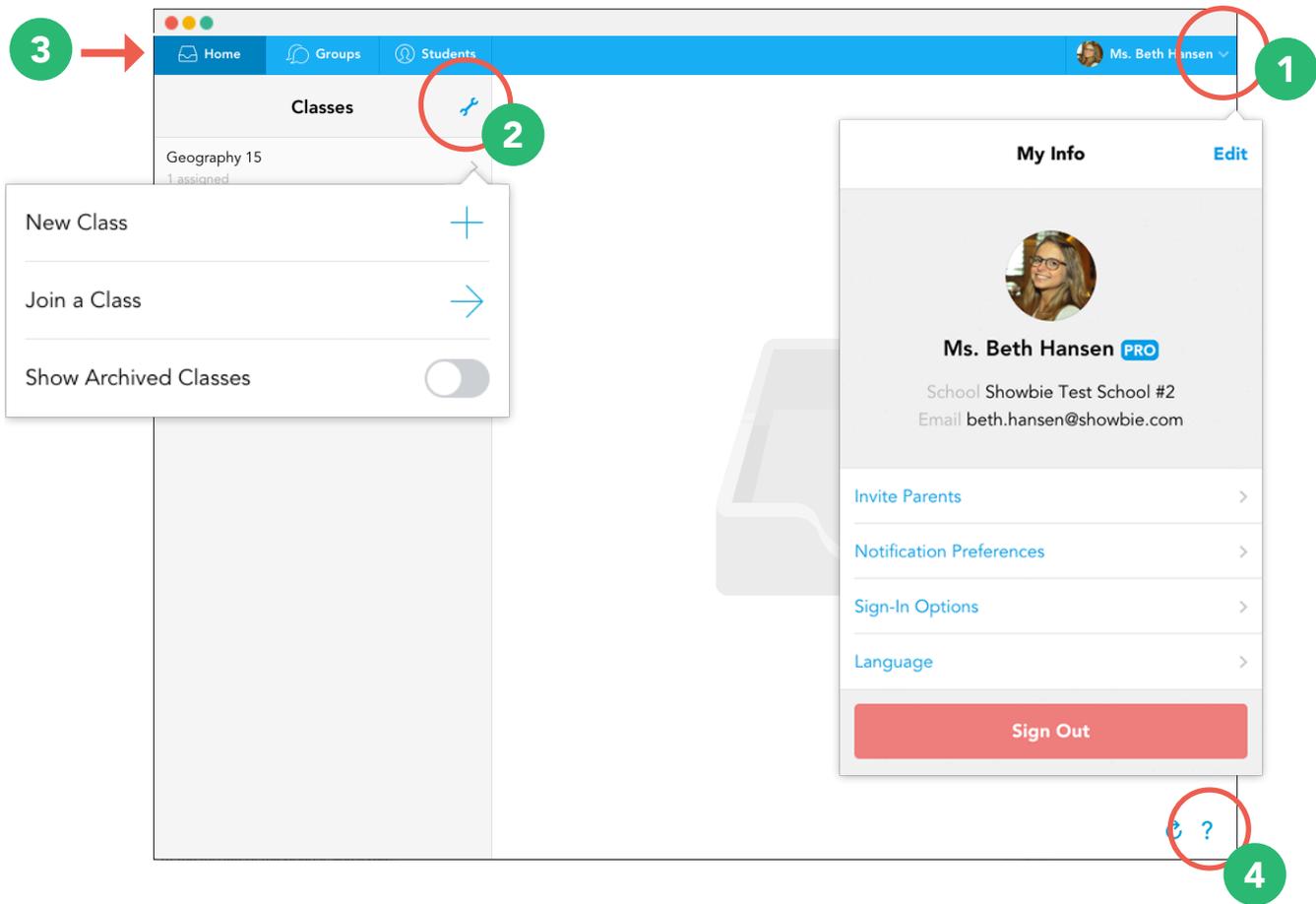
Your default tab is [Classes](#), but you can also click to move into [Groups](#), or [Students](#). The Groups tab will show all of the Showbie Groups that you create or join, and the Students tab will show all the students across all of your classes once you connect with them in Showbie.

### 2 Wrench Icon

At the top right of the sidebar, you'll see a wrench icon. Tap here to create new classes and assignments in Showbie, as well as see their settings.

### 4 Question Mark

The last thing to notice is the little question mark icon in the bottom right corner. Click here to connect with Showbie Support if you ever need our help!



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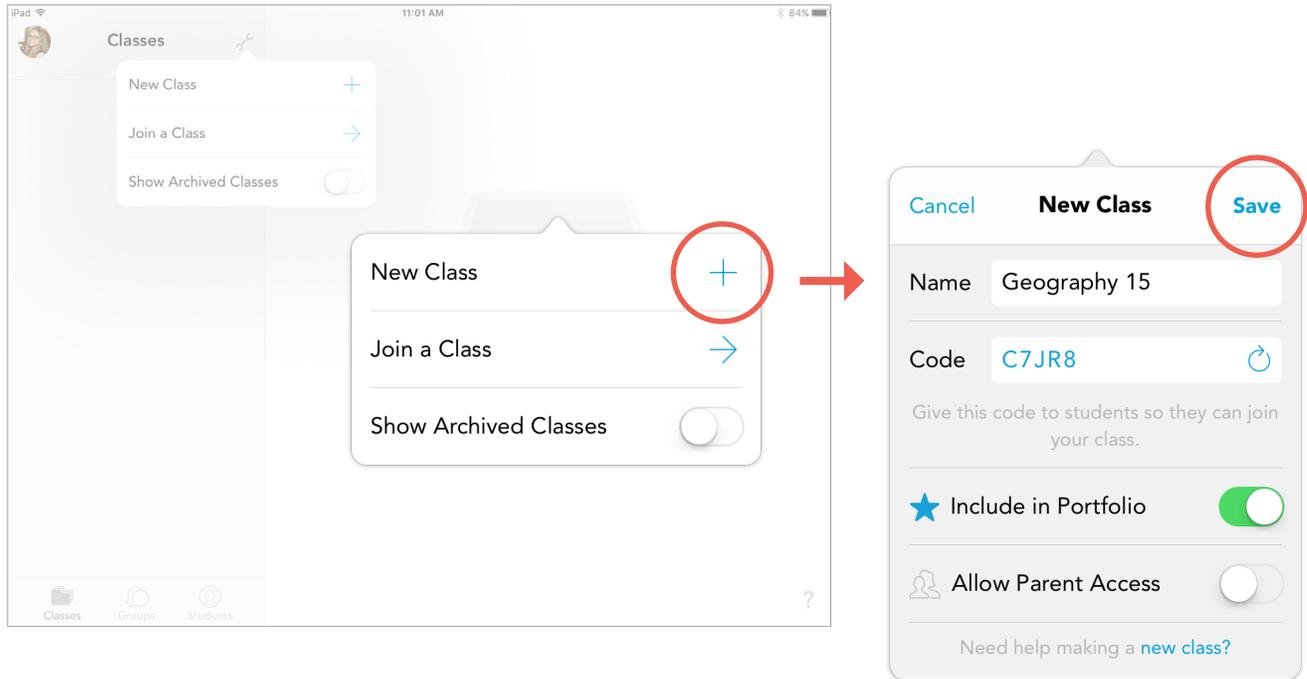
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## Setting up Your Class

Now that you have an account, it's time to set up your first class. To do this:

- Select the  menu (at the top)
- Select  next to **New Class**
- Name your class and **Save**



When you create a class, a code appears just below the name. This code is what your students will use to join your class when you're ready. Each class code is unique and your students will only need to use it one time. We'll revisit the class code later!

Before sharing your class code, let's look at assignments in Showbie.

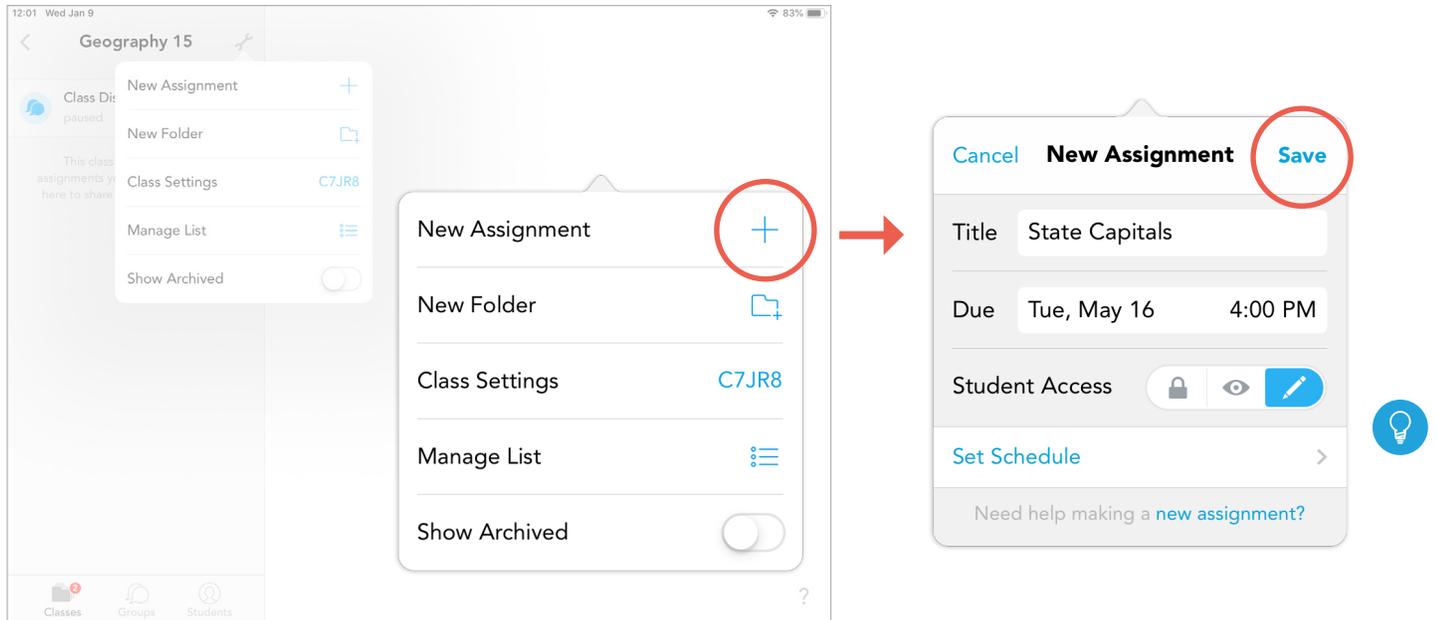


There are other settings you can adjust for your workflow, but they're not necessary when getting started.

## Creating & Organizing Assignments

Now it's time to create your first assignment. Classes in Showbie are divided into assignments where you can distribute materials, and where students will upload files and turn in their work. To create an assignment:

- Select  in your class
- Select  next to **New Assignment**
- Give your assignment a title, due date (optional), and select **Save**



It's up to you how you want to organize your assignments. You can create them in a traditional manner and provide one exercise for your students to complete and hand in by a set due date, or you can leave them open ended with no due date with the intention that students will submit material regularly over the course of the term.

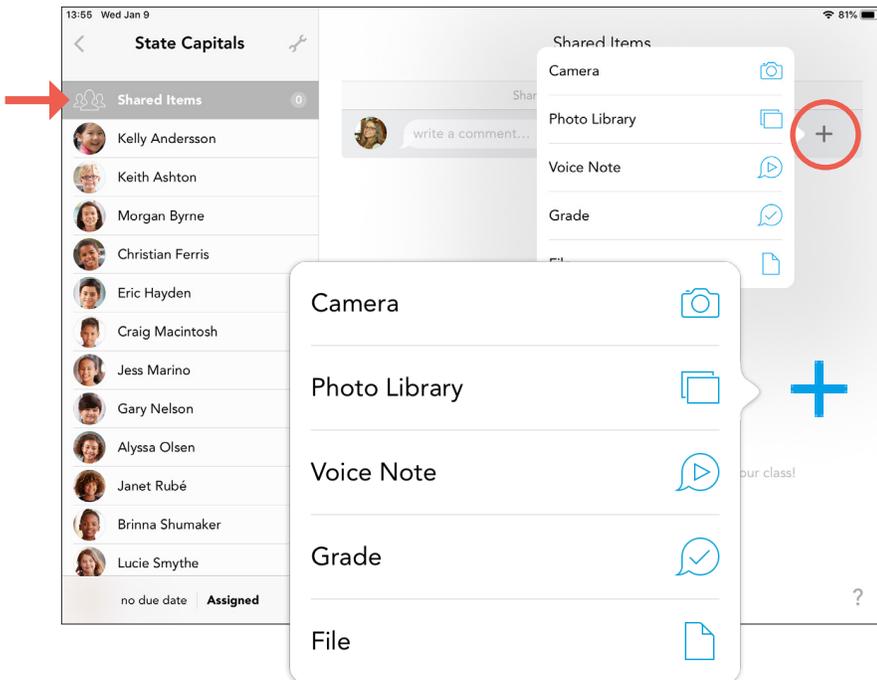
You can also keep relevant materials together by creating folders within a class. You can organize materials by topic, by type, or however you like. You can even change the colours of your folders to differentiate them at a glance. **Class Folders is a Showbie Pro feature.** To learn more about this and other Showbie Pro features, [click here](#).

Once you've created several assignments, you can move multiple assignments quickly with the **Manage List** feature. You can also move, archive/restore, or change student access level on multiple assignments at once!

 Student access and schedules are all advanced settings within assignments. They're really handy for customizing your assignments but are not necessary when getting started with Showbie.

## Adding Materials to Your Assignment

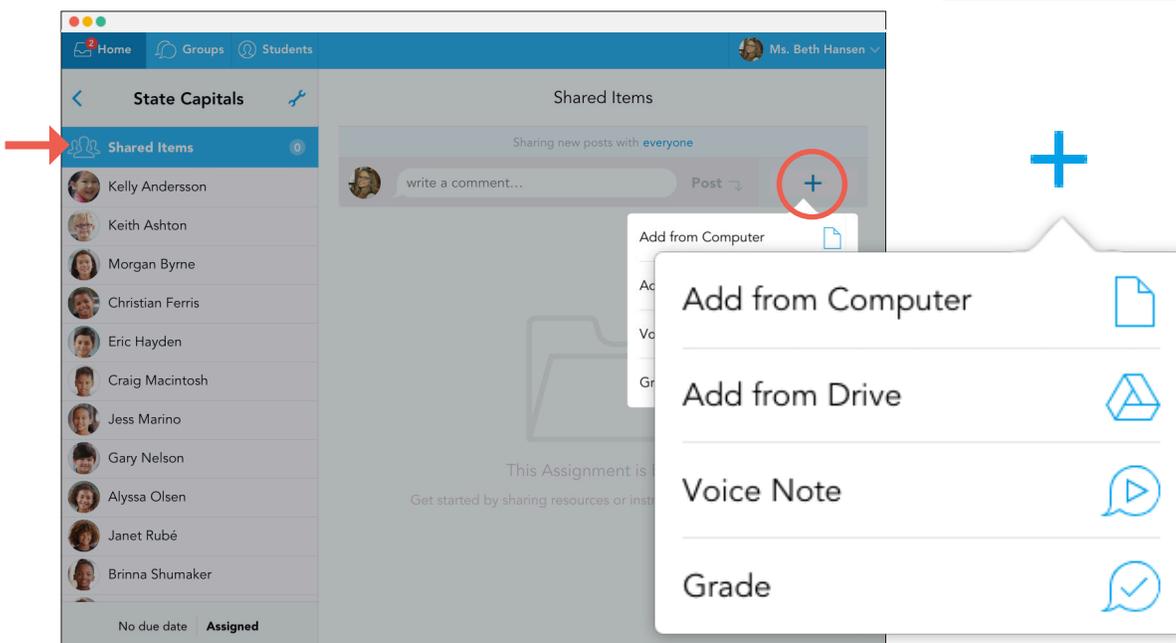
To add materials to an assignment just **post** your comment or **+** to add your file! You can add anything from a video, voice note, or item from a Google Drive or Dropbox account. Any image or PDF shared within Showbie can be marked up by you and your students using the annotation tools, like the pen and pinned voice notes. To share items with the entire class, add the materials to the Shared Items. This makes it easy for you to share assignment instructions and reminders with all of your students at one time.



The upload options will vary depending on what device you're using. Use the drag and drop feature on our web app to quickly add files directly from your computer and Google Drive.

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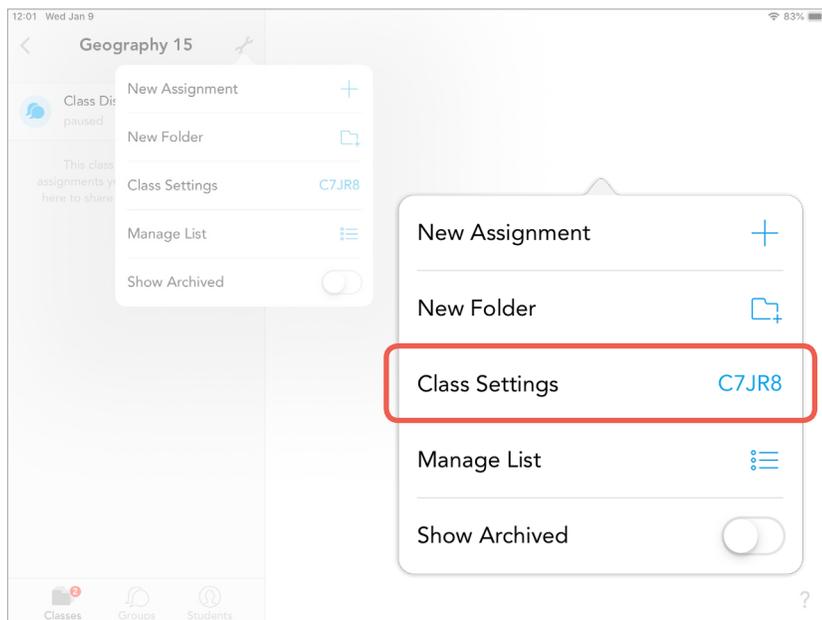
Convert your paper assignments simply by taking a photo right from Showbie! Students can complete the work right from Showbie—no more lost assignments.



## Adding Students

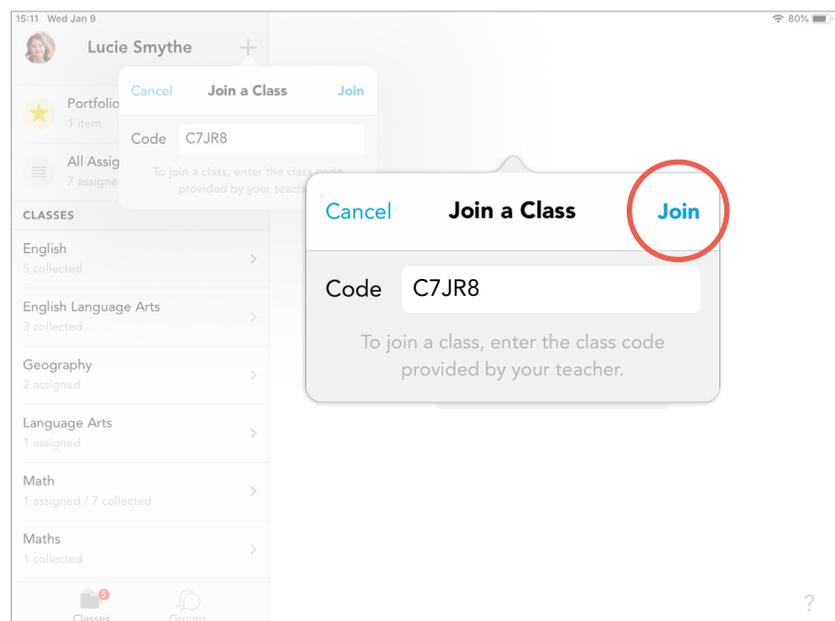
Now that your class and assignment are prepared, you can add your students. Students can sign up for Showbie using a username and password (they don't require email) or they can also use their Google account through Google SSO.

Remember the class code that appeared when you created your class? You'll need that now. In the classes tab, select the  to see your class code. When a class is empty, the class code will also be displayed for you in your main classes tab, or inside an assignment within an empty class.



 We recommend writing your code on the board for the first few classes to make sure your students can find it easily.

From within their own accounts, students select the  icon and **Join a Class**. After typing in the class code that you provide to them, their assignment folders will be set up, they will automatically be joined to your class and be able to see the assignments and instructions you've uploaded.

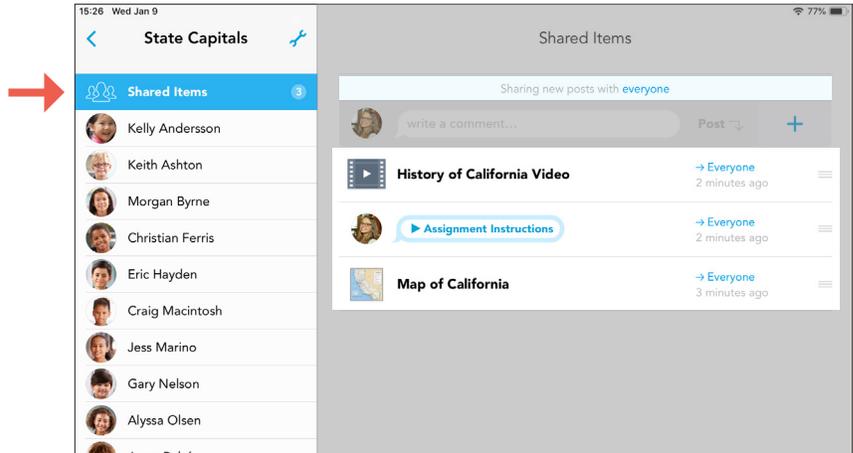


## Sharing Options

For every assignment, Showbie creates **Shared Items** and **individual folders** for each student in your class. With Differentiated Distribution, you can choose whether to share items with everyone, a certain number of students, or just one student.

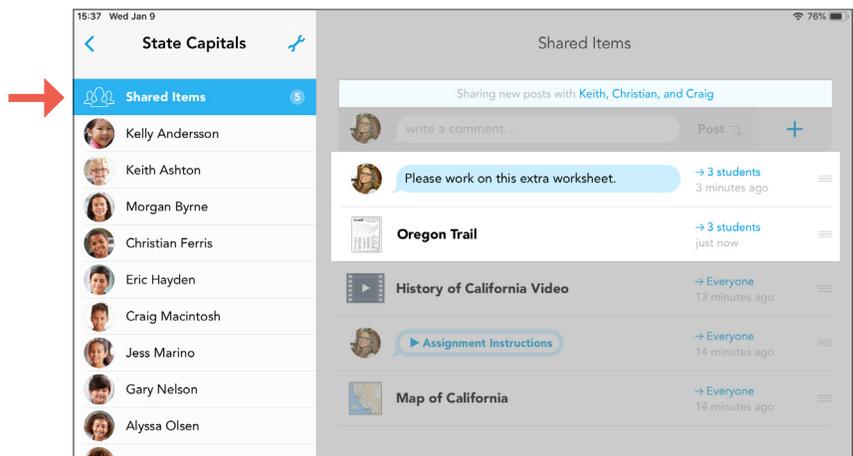
### Sharing with the Entire Class

To share items with the entire class, add the materials to the Shared Items and set “Sharing new posts” to **everyone**. This makes it easy for you to share assignment instructions, worksheets, and reminders with all of your students at one time.



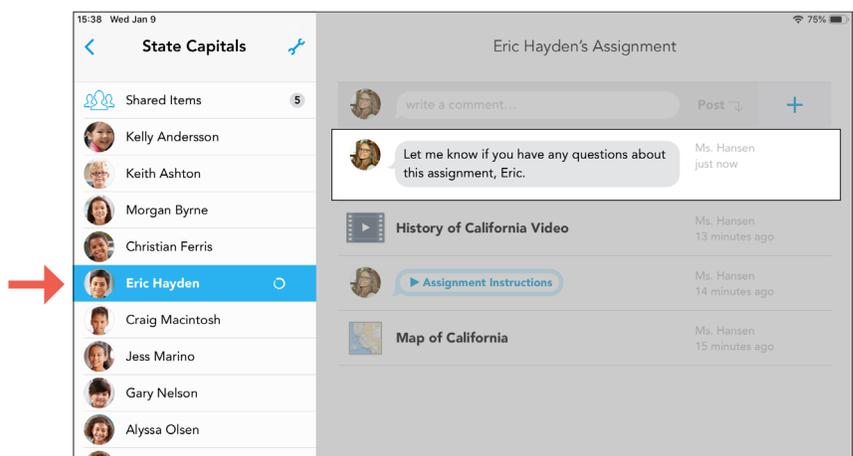
### Sharing with a Group of Students

To share items with a group of students, add the materials to the Shared Items and set “Sharing new posts” to **select students**. You can choose as many or as few students in your class. This will help when preparing differentiated materials for your assignment.



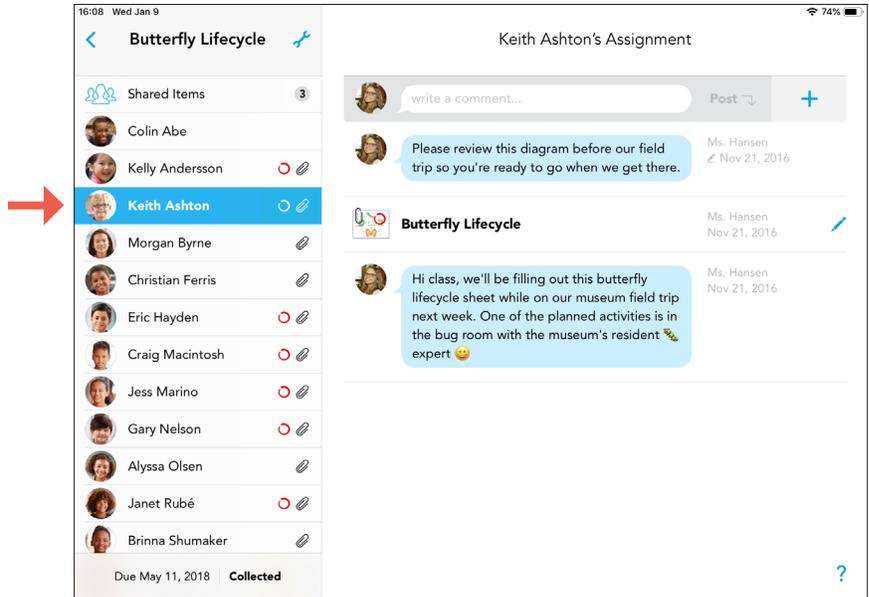
### Sharing with Individual Students

To share items with only certain students, add the material to each student's **individual folder**. Student folders are a great place for extra instructional materials, feedback, and grades.

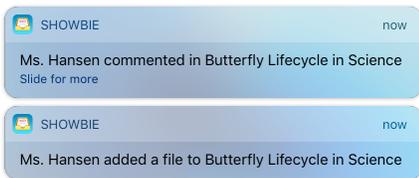


You and your students can directly mark up PDFs and images right within Showbie, using pen, highlighter, voice, and text annotation tools. This allows your students to provide creative ways to answer questions. For example, students can use pinned voice notes instead of typing out a long answer or you can provide personalized feedback using a tool that best works for you.

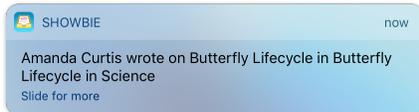
You'll become familiar with **indicators** that help to show you which students have completed work, whose work you have assessed, and which are left outstanding. The indicates that a student has submitted work. The indicates that you've provided feedback to the student.



Push and email notifications make it easy for both you and your students to stay connected to progress in the classroom.



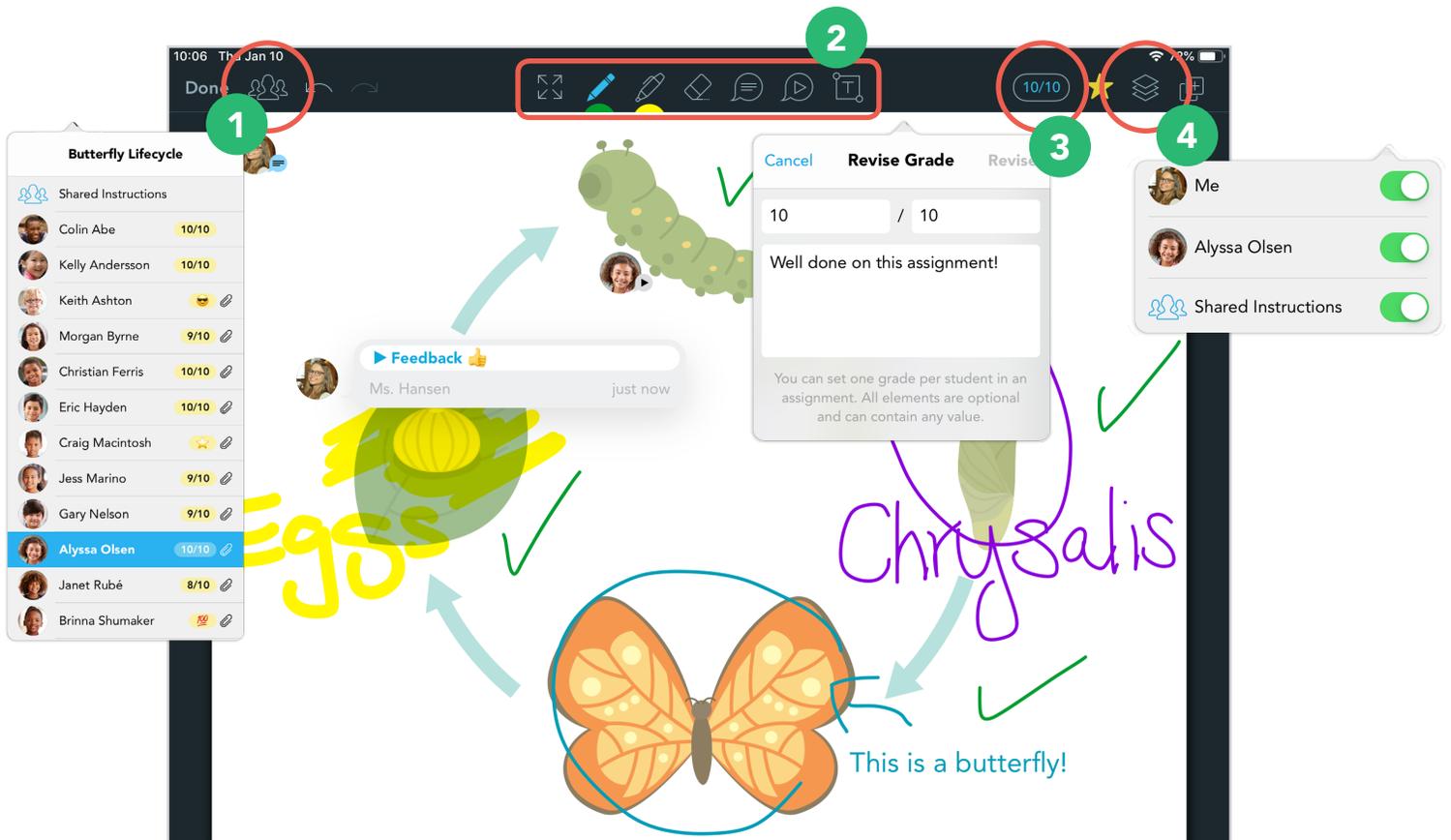
Students receive notifications about work you've assigned and can complete assignments right inside of Showbie using the built in tools.



You receive notifications as students complete course work.



Students receive notifications as you grade work and provide feedback.



The document viewer is where work is completed and assessed within Showbie. It's best to upload a document and experiment with all the tools, but this is a quick tour to get you started.

**1 Quick Marking**  
 Quickly switch between students to leave feedback and grade assignments. The icons next to the students name will tell you who's submitted work and which work you've given feedback on.

**2 Annotation Tools**  
 These are the tools you and your students will use to complete, grade, and assess work. Use anything from a pen to voice notes to help with feedback and learning.

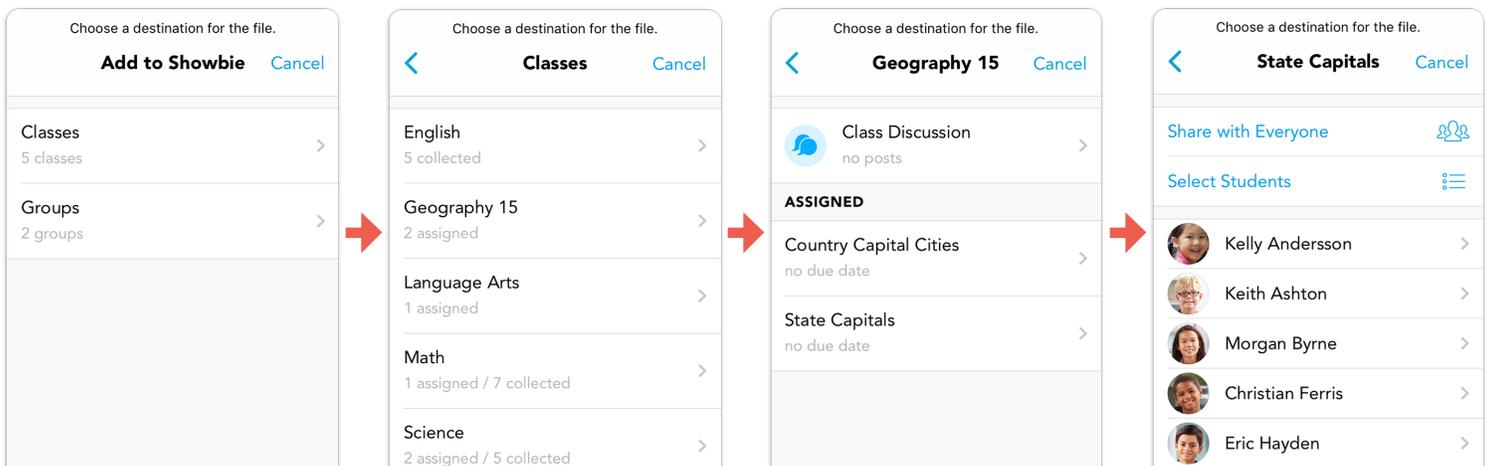
**3 Grading and Feedback**  
 Showbie's grading feedback is flexible for your classroom. You can leave traditional letter and numerical grades or simply leave a comment or emoji—it's up to you!  
**Grading and quick marking are Showbie Pro features.** Learn more [here](#).

**4 Choose What You See**  
 The layers icon allows you to toggle on and off different layers of student work and feedback. Use this to easily see only student work while grading.

# App Smashing with Showbie

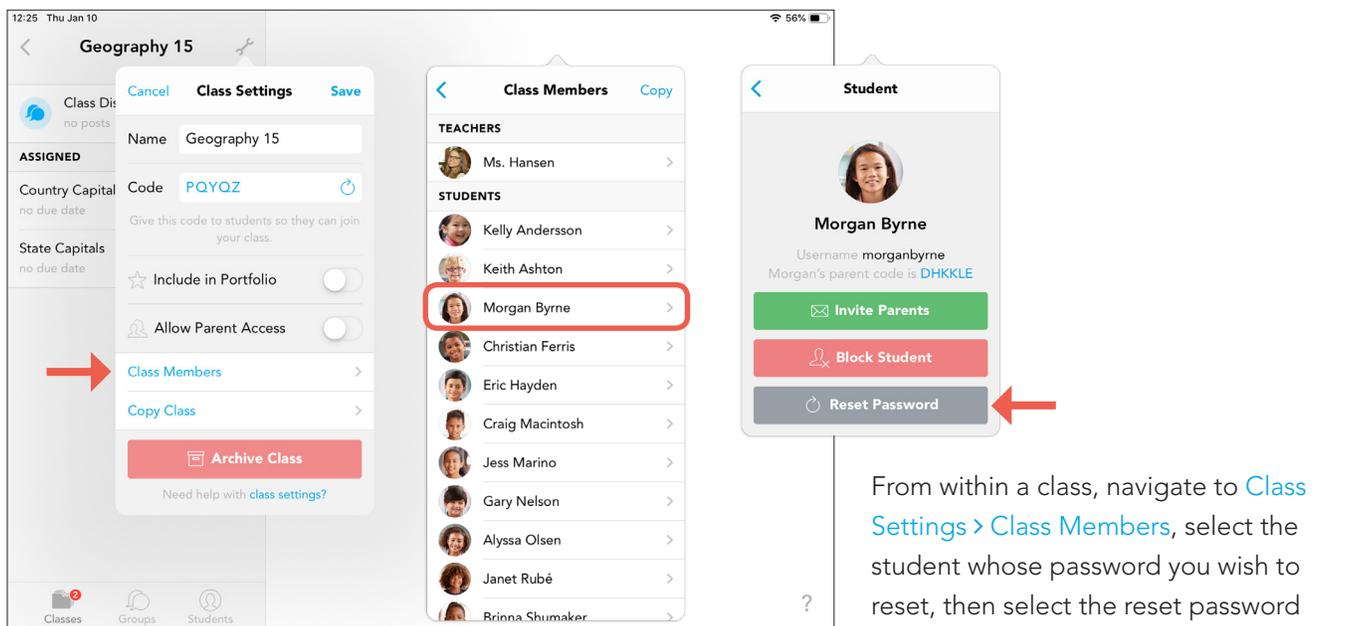
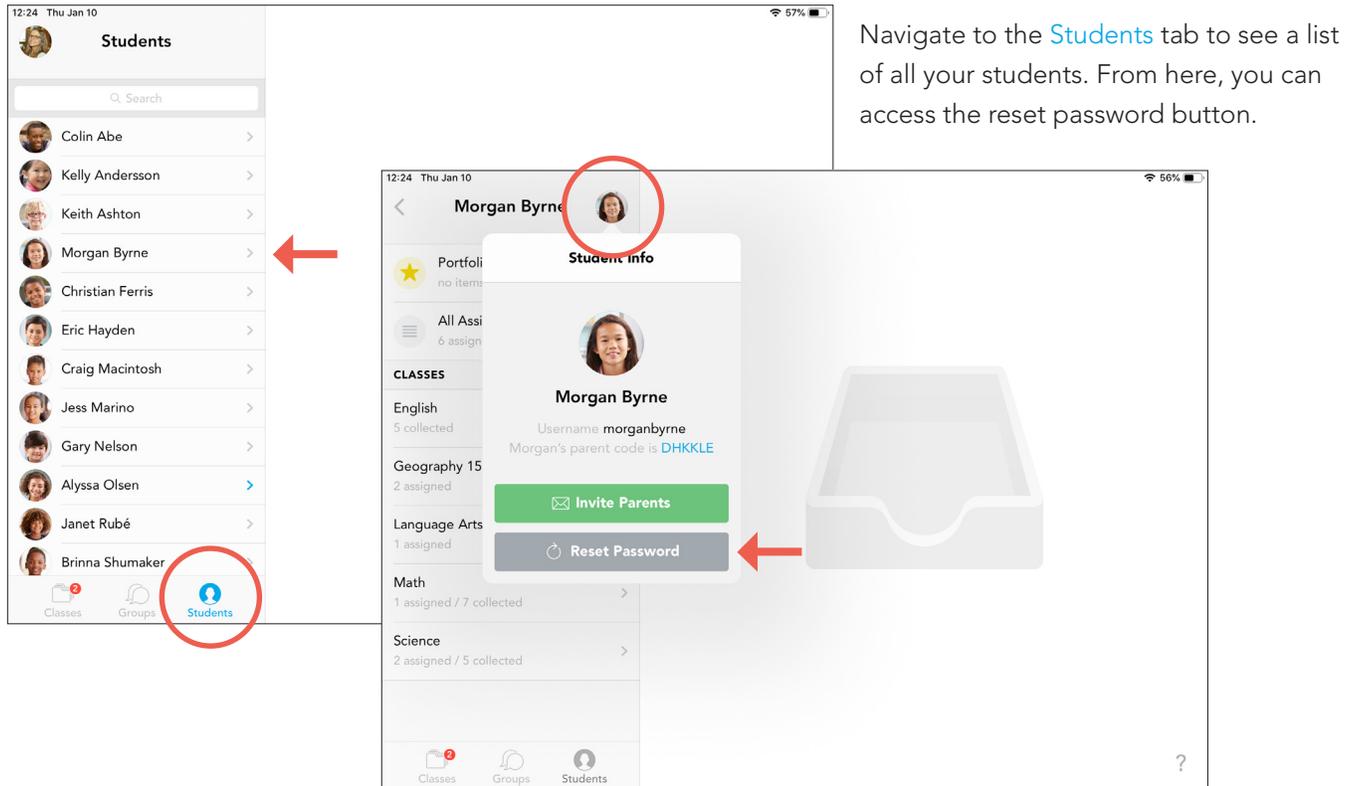


There are thousands of amazing apps that let students create and produce content on the iPad. Students can choose apps like Book Creator, Explain Everything, Microsoft Word, iMovie, and more. When you see the  icon appear, you can choose to send materials directly to Showbie. For a list of apps compatible with Showbie, [click here](#).



## Resetting Student Passwords

If students forget their passwords, there are a couple places in the app where you can [help them to reset their passwords](#). Additionally, if they have email set up with their account, they can use the [“forgot my password”](#) link on the sign-in screen.





To realize the full impact of Showbie, first you must try it out with your class. Try setting up a simple exercise for your students, like submitting a photo of themselves, just to get familiarized with using Showbie. Once you get started, we're sure that you're going to love using Showbie every day!

## Want to Learn More?

Contact us at [support@showbie.com](mailto:support@showbie.com) or visit our support site:  
[showbie.com/support](https://showbie.com/support)



*[Getting Started \(25 mins\)](#) | [Showbie Essential Workflow \(3 mins\)](#)*

