Teacher's Guide

How to Use Speak Agent

SPEAKAGENT.COM/SUPPORT
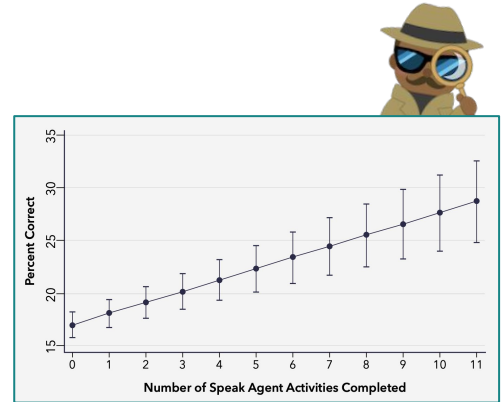
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Introduction

Why Speak Agent?

Language and vocabulary have a huge impact on student success in the content areas. A study by PGCPS in 1,600 classrooms showed a mean 10.3% gain on standardized assessments for students using Speak Agent. And students know it! Of 2,500 middle graders surveyed by PGCPS, 72% reported that Speak Agent is their #1 most effective classroom resource.

What Does Speak Agent Do?

- Helps students master the key academic vocabulary for the unit you are teaching.

- Gives students interactive practice with listening, speaking, reading, and writing.

- Encourages robust academic discourse.

- Provides visual aids, audio, translations, and many other learning supports.

- Unleashes learner creativity to design their own visual representations of problems.

- Meets AA level accessibility for all learners.

How Does It Fit My Curriculum?

Seamlessly! We customize our program to fit your existing curriculum. Everything is organized based on your content and pacing.

How Often Should I Use It?

For best results, use for one hour or more per week in short bursts. Most activities take 5-15 minutes to finish, except end-of-unit writing activities.

When Do I Use It?

Each Speak Agent lesson is a sequence of activities meant to be used before, during, and at the end of each unit. Attend our Implementation Workshop to make a **Weekly Planner** (back cover) or refer to your district's instructional guidance for details.

What Settings Work Best?

We offer four modes of practice:
- Independent Work
- Pairs
- Small Groups
- Whole Class

Pages 6-8 break this down by activity.

🏠

| 🎮 1514 **Activities Done** | 🎮 40 **Lessons Done** | 💬 1881 **Words Learned** | 👤 1221 **Portfolio Items** |

Your Students

Search Students:

Enter Name of Student 🔍

1 2 »

Last Name ↕	First Name ↕	Class	# Activities Done	# Lessons Done
Akanbi	Emmanuella	Science 6 Accelerated Math 1	68%	22%
Akintomowo	Samuel	Science 6 Accelerated Math 1	52%	22%
Alemkia	Gabriella-Jolie	Science 6 Accelerated Math 1	34%	0%
Amanze	Favour	Science 6 Accelerated Math 1	57%	33%

The top of your teacher dashboard shows key statistics about your students for the current school year to date. Note that a lesson is only complete when all of the required activities in that lesson have been done. Most lessons have 5 to 10 activities. (You can make activities optional.)

Words Learned. These are the content vocabulary terms connected to your curriculum.

Portfolio Items. All writing, speaking, or representing activities automatically store student work.

Students. Click on the name of a student or class section to drill into more details about them!

| Organization Lessons (3) ③ | Lessons You Made (0) | Sample Lessons (47) |

Search Lessons:

🔄 Reset | Levels of Organization 🔍

Narrow By:

HS Biology ✕ | ✕ | ∨ | Grade(s) ∨ | ☐ Include lessons made by other teachers.

❤️ ☐	Title ⬍		Subject	Grade	Tags	Actions
❤️	🟡	**Levels of Organization L1**	HS Biology	10 | 9		👁️ 📋
🤍	🟡	**Levels of Organization L2**	HS Biology	10 | 9		👁️ 📋
🤍	🟡	**Levels of Organization L3**	HS Biology	10 | 9		👁️ 📋

👁️ Click this icon to preview the lesson.

📋 Click this icon to make a copy of the lesson.

❤️ Indicates a lesson that you have favorited.

🟡 Indicates a lesson recently added to your course library.

Organization Lessons. This tab has all the digital lessons that have been mapped to your district's curriculum. It is an open library, meaning that you have access to lessons for all subjects and grade levels. Your students will have access only to lessons that you assign to them.

Lessons You Made. This tab has lessons that you have created or copied. We recommend taking our PD course *201: Differentiating Instruction* if you wish to create your own Speak Agent lessons.

Sample Lessons. This tab contains one sample lesson from every Speak Agent course available for purchase as well as our *Hall of Fame* enrichment lessons. Feel free to use them if you wish!

To find a lesson, you can search by keyword, narrow by subject, and/or narrow by grade:

- Narrow by subject is the quickest way for high school courses.
- For grades K-8, you may want to also narrow by grade level or keyword search. Just type part of the lesson or unit name and press the Enter or Return key.
- If you can't find a lesson, try hitting Reset and restarting your search.

👉 **Pro Tip.** Favorite the lessons you want to return to later by clicking the heart icon: 🤍

Intro to Biology L3 ♡

→ 🔡 **Assign to Class**   →👤 **Assign to Student**   👁 **Preview**   💬 **View Wordlist**   📋 **Copy**   🖨 **Print**

Description

*Differentiate between biotic and abiotic factors. *Identify parts of the water cycle. *Describe how water moves across a membrane.

Activities

Title	Type	Stage	Time Estimate	Actions
🖼 Intro to Biology	Word Gallery	Recognize	3 - 10 min.	🗺
🔊 Diffusion in Plants	Read Along	Comprehend	5 - 15 min.	🗺 🔑
📊 Abiotic & Biotic Factors	Sort It Out	Comprehend	1 - 10 min.	🗺 🔑
🧪 Intro to Biology	Vocab Lab	Recognize	5 - 15 min.	🗺 🔑
🎤 Intro to Biology	My Voice: Questions	Communicate	5 - 10 min.	🗺 🔑

🗺 Click this icon to view the activity guide.   🔑 Click this icon to see the answer key.

When you view a lesson, you will see one row for each digital activity in the lesson.

- **Assign.** See page 11 for how to assign the lesson to your classes and students.
- **Preview.** Press Preview to get a sneak peek of the lesson as a student or to run a whole class activity. If you run activities in Preview, it will not save any data or progress.
- **View Wordlist.** View the academic vocabulary that students will learn in this lesson.
- **Print Lesson Details.** Creates a printer-friendly version of the lesson details page.
- **Print Word Wall.** Creates a PDF of all the vocabulary words and a visual aid for each.
- **Print Cognates.** Creates printable Spanish cognate cards. *Only available for select courses.*

Settings

- 👤 Independent Work
- 👥 Pairs | *1: Work independently → 2: Discuss with partner → 3: Revise answers.*
- 👨‍👩‍👧 Small Groups | *As above.*
- 🖥️ Whole Class | *Use Preview to run the activity on a projector.*
- 👤 *The setting we recommend starting with is listed first.*

Activity	How to Use It	Time
Diagram It!	👤 **Introducing Connections** 👤 Warm-Up 👤 Exit Ticket 👨‍👩‍👧 Starting a Discussion	2 to 5 minutes
Explain Your Work	👤 **Formative Assessment** 👨‍👩‍👧 Starting a Discussion *Consider doing this activity over two sessions.*	15 to 30 minutes
Level Up	👤 **Formative Assessment**	2 to 5 minutes
Matching	👤 **Warm-Up** 👥 Partner Work 👤 Exit Ticket	2 to 5 minutes
Math Problem Maker	👤 **Formative Assessment** 👥 Partner Work 👤 Homework	15 to 30 minutes

Activity	How to Use It	Time
My Voice: Words	👤 **Warm-Up** 👤 Homework	10 to 20 minutes
My Voice: Phrases/ Questions	👤 **Exit Ticket** 👤 Warm-Up 👥 Partner Work 👤 Homework	5 to 10 minutes
Picture Pairs	🖥 **Starting a Discussion** 👤 Warm-Up 👥 Partner Work 👤 Formative Assessment 👤 Exit Ticket	5 to 10 minutes
Read Along	👪 **Partner Work** 🖥 Introducing Connections 🖥 Starting a Discussion	5 to 15 minutes
Scrambled Sentences	👤 **Warm-Up** 👤 Exit Ticket	5 to 15 minutes

Settings

- 👤 Independent Work
- 👥 Pairs | *1: Work independently → 2: Discuss with partner → 3: Revise answers.*
- 👥 Small Groups | *As above.*
- 👥 Whole Class | *Use Preview to run the activity on a projector.*
- 👤 *The setting we recommend starting with is listed first.*

Activity	How to Use It	Time
Scrambled Words	👤 **Warm-Up** 👥 Partner Work 👤 Exit Ticket	2 to 10 minutes
Sort It Out	👤 **Exit Ticket** 👤 Warm-Up 👥 Partner Work 👤 Formative Assessment	5 to 10 minutes
Tall Tales	👤 **Formative Assessment** 👤 Exit Ticket	5 to 10 minutes
Vocab Lab	👤 **Exit Ticket** 👥 Partner Work 👤 Formative Assessment	5 to 15 minutes
Word Gallery	👥 **Introducing Concepts** 👥 Warm-Up 👤 Homework	5 to 10 minutes
Word Spin	👥 **Group Work** 👤 Exit Ticket	5 to 15 minutes

Differentiation

By Setting

- Group students by language proficiency.

- Depending on the activity and reading level of the group, choose either individual or paired work time so students can use peers as supports.

- For your most struggling learners, use this time to do a small group pull-out, with you as their main support.

By Assignment

- Each time you assign a lesson, you can assign it to specific students.

- For your struggling learners, start with Level 1 and make all the activities required when you assign the lesson. Be sure to provide enough time and instruction for them to complete the full lesson!

- For more proficient readers, mark some activities as optional so that they have permission to move to Level 2 faster. Or, have them spend more time on your classroom materials during individual or small group work time.

By Individual Student

- You can copy a lesson and customize it for each student! Before you do, we recommend taking our PD 201: Differentiated Instruction to learn the tools.

Have students with an IEP? Check out our Accessibility Guide to learn about our built-in learning supports and settings that accommodate **all** students!

Visit **speakagent.com/accessibility** to access the guide.

Assignment Delivery Date

○ Now   ○ In the future

📅 08/17/2023 2:37 PM

Due Date (Optional)

📅 Select a Date & Time

Activities

Required?	Title		Type
☑		Quadratic Functions	Word Gallery
☑	🎧	Trip to Trevi Fountain	Read Along
☑	🧪	Quadratic Functions	Vocab Lab
☑	🎤	Putting it All Together	My Voice: Questions
☑	❓	Quadratic Functions	Word Spin
☑	⭐UP	Quadratic Functions	Level Up

← Select more classes   Confirm Details →

Assignment Delivery Date. Choose when the lesson will be available to your students.

Due Date. Optionally, set a deadline for students to finish the lesson. If they are late, they can still do the work but you will see an "overdue" flag in the class report.

Required? Uncheck the box to make an activity a "bonus activity" that does not need to be done in order to complete the lesson. There must be at least one required activity.

		Aa Words	Level Up

Last Name	First Name	Required Activities Done	Optional Activities Done	Word Gallery	Diagram It!: Label	My Voice: Words	Picture Pairs	Scrambled Sentences	Diagram It!: Label	Read Aloud		Matching (Optional)	Level Up: Formative Assessment
Alvarado	Sofia	82%	—	✓	✓ 4/4	✓ View	✓	✓	✓	✓	✓ View	✓ 6/10	3/6
Garza	Xavier ⭐	45%	—	✓	—	✓ View		—	✓	—		✓ 6/9	—
Nguyen	Trang	55%	—	✓	✓ 4/4	—		—	—	—		✓ 6/11	✓ 4/6
Romano	Jayden ⭐	0%	—	—	—	—	—	—	—	—	—	—	—
Santos	Joaquin	55%	—	✓	✓ 4/4	✓ View	✓ 14/16	—	✓ 6/6	—	—	✓ 6/10	3/6

Callouts in figure: "Link to student's portfolio item" • "correct answers / total # learning opportunities"

✓ Indicates that the activity is complete.

🔗 Click this icon to view the student's portfolio.

⊞ Click to view the student's score history for all activity attempts.

⭐ Indicates that a student did not finish the assignment by the due date.

Class Progress. This tab shows the progress your class is making with one Speak Agent lesson.

- To open a class report report, go to the class page and click the title of a lesson.
- To update the report in realtime, just reload the page in your web browser!
- To drill down to a student's report, click the name of the student.

Words. This report shows class progress with the content vocabulary related to this unit of your curriculum. You can mouse over a progress bar to see which students still need to learn each concept.

Level Up. This report gives you the results of the end-of-lesson Level Up formative assessment activity. You can see what % of the class answered correctly and what were the most common misconceptions about the key academic concepts.

There are many more reports available to you in Speak Agent! Consider taking our PD course *204: Student Progress Monitoring* to learn more about the reports and how to use them effectively.

Need help with your implementation?

Visit us at speakagent.com for how-to articles, videos, e-coaching, and technical support.

Our team of Speak Agents is here to help!

? **Visit the Knowledge Base:**
speakagent.com/support

➔ Browse articles.
➔ Search by keyword.
➔ Watch how-to videos.

FAQ: speakagent.com/faq

Privacy: speakagent.com/privacy

Open a Support Ticket:
speakagent.com/contact-support

Be sure to use your school email address in the support form!

Get Our Accessibility Guide:
speakagent.com/accessibility

Data Monitoring Guide:
speakagent.com/monitoring

Get Free Coaching by Zoom!

1. Visit this link:
   speakagent.com/support

2. Click a name under Coaching Calendars and book a time!

Stay Connected!

Visit our blog for the latest updates:
speakagent.com/blog

Speak Agent 101	
Reflections: ❖ What is Speak Agent? ❖ What stands out? ❖ Initial ideas for my classroom?	
Strategies Workshop	
Reflections: ❖ Which strategies or activities stand out? ❖ Which am I curious to explore more? ❖ Questions or comments?	

My Notes & Reflections

Progress Monitoring 204

Reflections:

- ❖ What data seems most helpful?
- ❖ How will I use the data?
- ❖ What other data would I like to see?

Implementation Workshop

Reflections:

- ❖ How can I implement the program in my classroom?
- ❖ Where do I want to initially focus? Setting? Timing? Type of activity?
- ❖ What are my goals in using Speak Agent?

Takeaways

Reflections:

- ❖ What are my three key takeaways?
- ❖ What questions do I have for Speak Agent?

Weekly Mission Planner

Week of:　　　　　　**Unit:**

	Monday	Tuesday	Wednesday	Thursday	Friday
Mission Topic					
Speak Agent Activity					
Setting Circle all that apply:					
Time					
Notes & Comments					