

# DBQ Online Tips and Tricks

## Clever

### Logging into DBQ Online

1. Go to your school's Clever portal. Ask your teacher for the portal link.
2. Find and click on the DBQ Online icon.

You should now see the Student Dashboard (see image below).



#### Student Dashboard

If you are a teacher, please contact [support@dbqproject.com](mailto:support@dbqproject.com) for assistance.

### Welcome to DBQ Online

You're almost there!

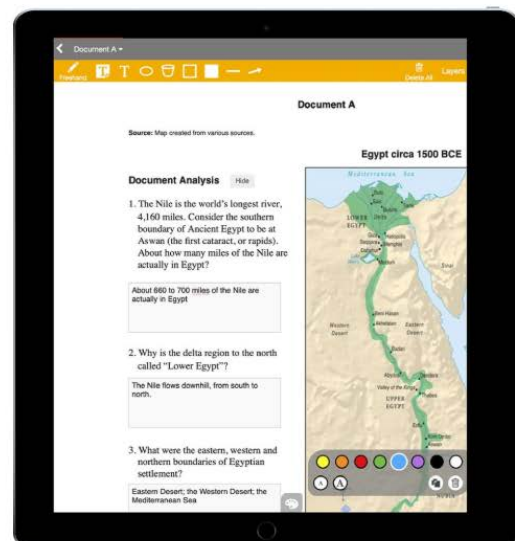
Check with your teacher to get your class code. Once you join a class, your class and assignments will be displayed.

#### Ready to join my class.

Enter your 5-letter code to connect to your class.

A B C D E

Join A Class



# Enrolling in your class

You're going to use what's called a class code. Your teacher will tell you how they will send this to you.

Once you're logged in, paste or type the code in the boxes on the Student Dashboard and click "Join A Class"

## Student Dashboard

If you are a teacher, please contact [support@dbqproject.com](mailto:support@dbqproject.com) for assistance.

## Welcome to DBQ Online

You're almost there!

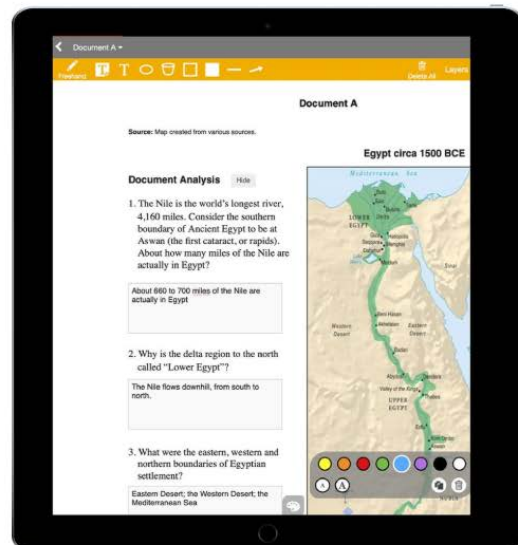
Check with your teacher to get your class code. Once you join a class, your class and assignments will be displayed.

### Ready to join my class.

Enter your 5-letter code to connect to your class.

G G P S W

Join A Class



You're now in the class! (You will not need this class code anymore. Just log into Clever.)

Now, you can begin working on your assignments by clicking "View."

DBQ Online

Assignments

Logout

## Student Dashboard

If you are a teacher, please contact [support@dbqproject.com](mailto:support@dbqproject.com) for assistance.

### Classes

**Note:** If you do not have any assignments, please contact your teacher for the next steps.

### 3rd Period - 6th Grade American History

Assignment Name

Action

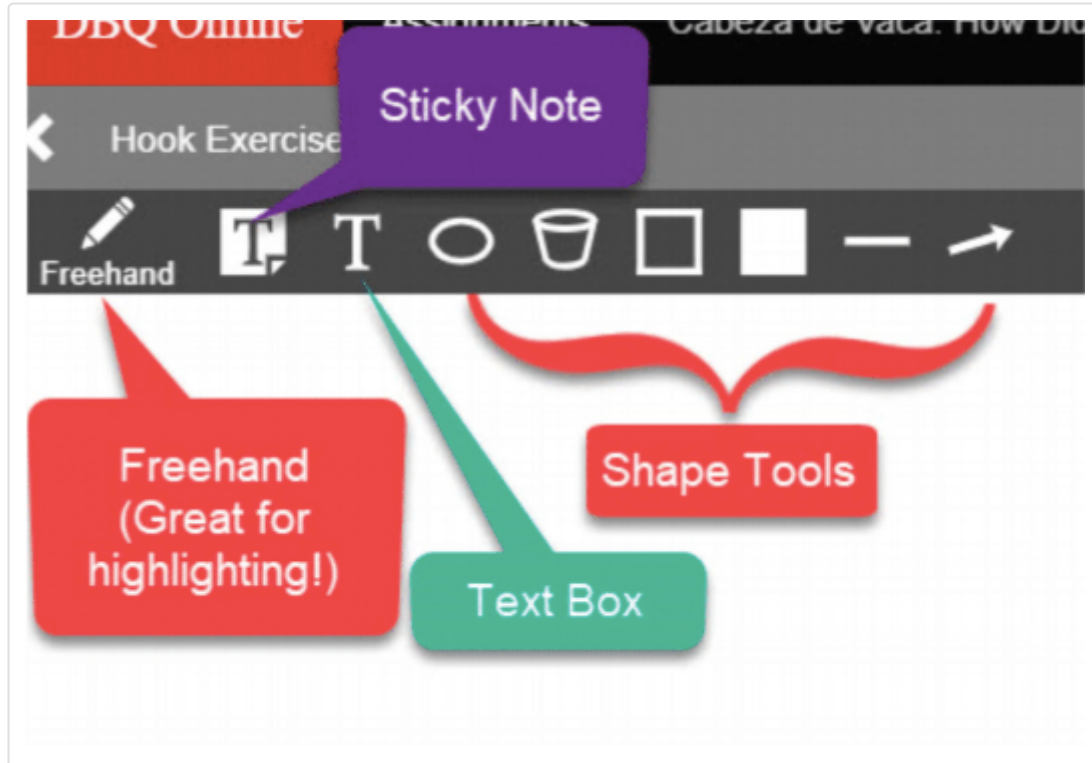
Valley Forge: Would You Have Quit? : EV

View

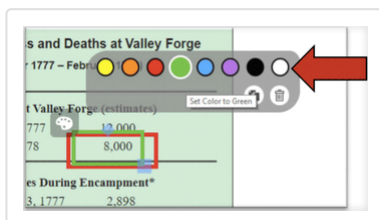
Ready to join my class.

# Annotation Tools

Your teacher might ask you to mark up your documents. This is where the annotation tools come in handy.



Click on each image to learn more about the annotation tools!



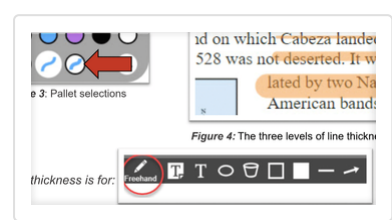
## Color coding

For **all tools**.



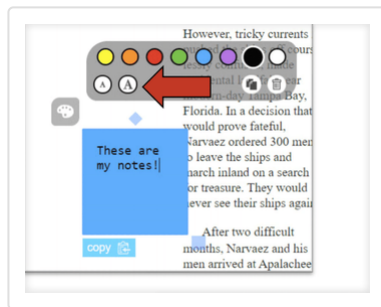
## Transparency

For the **freehand draw tool** and the **filled square tool**.



## Line weight/thickness

For the **freehand draw tool**.  
Change your highlighter's size when using the freehand draw tool.



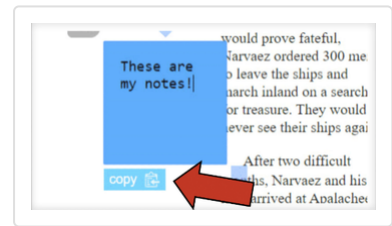
## Text size

Make text bigger or smaller in the **sticky note**, **plain text**, and **bucket tools**.



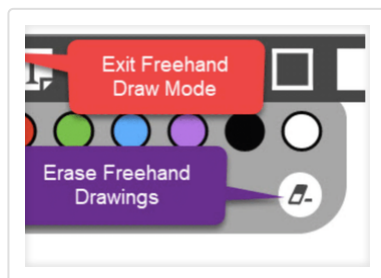
## Duplicate

Like an annotation? Double it! Find this button near your color choices.



## Copy

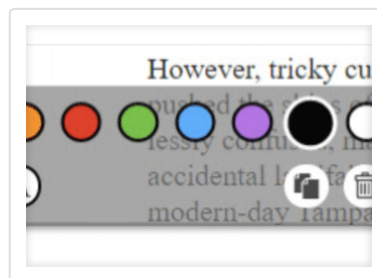
For **sticky notes**, **plain text**, and **bucket tools**. If you like the text inside, click the "Copy" button and paste the text anywhere you would like.



## Erase freehand drawings

In the upper-left corner, you'll see your freehand drawing's "pallet". There's an image of an **eraser**. Click on the eraser and **click on the drawings you want to erase**.

(*hint: if it's not erasing, make sure you're clicking, not moving the mouse around!*)

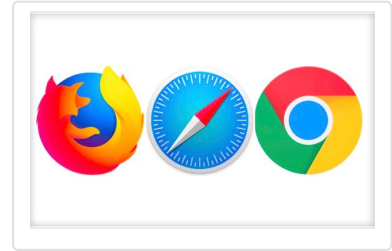


## Delete other annotations

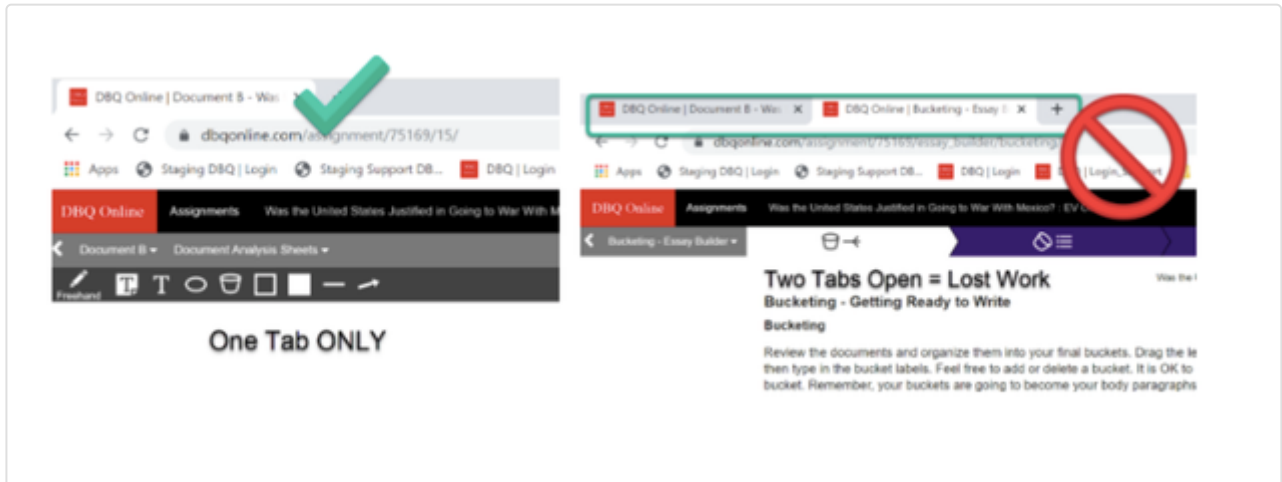
In the other annotations' pallets, there is a **trash can icon**. Click this to delete the annotation.

# Saving Tips

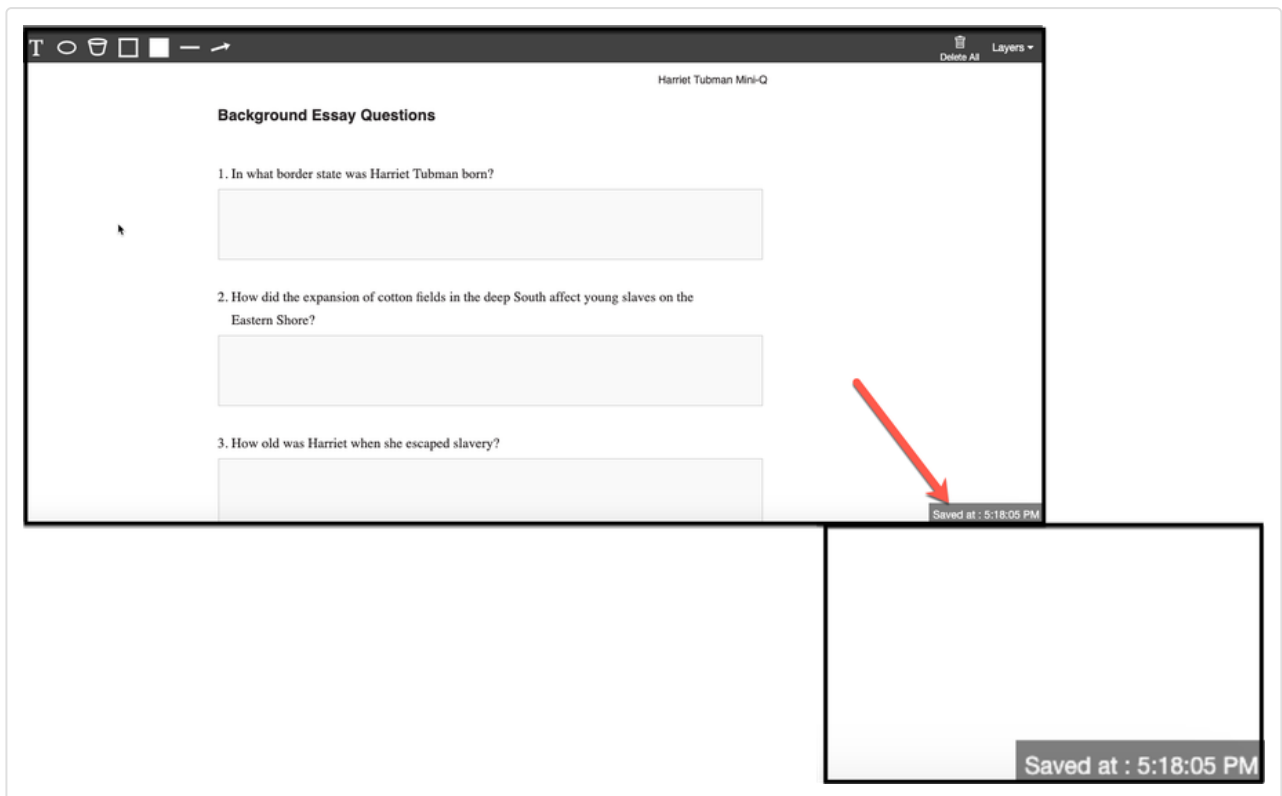
1. Browser Check (Chrome, Firefox, or Safari)

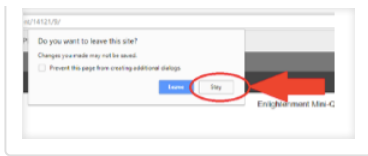


2. Keep one tab open, not two

This block contains two side-by-side browser window screenshots. The left window shows a single tab titled 'DBQ Online | Document 5 - Was the United States Justified in Going to War With Mexico?' with a green checkmark above it. Below the window is the text 'One Tab ONLY'. The right window shows two tabs: the same document tab and a second tab titled 'DBQ Online | Bucketing - Essay Builder'. A red 'X' is placed over the second tab. Below the windows is a text box titled 'Two Tabs Open = Lost Work' with the subtitle 'Bucketing - Getting Ready to Write'. The text box contains instructions: 'Review the documents and organize them into your final buckets. Drag the le then type in the bucket labels. Feel free to add or delete a bucket. It is OK to bucket. Remember, your buckets are going to become your body paragraphs'.

3. Wait to move off of the page until you've seen it's saved.

This block contains a screenshot of a web page titled 'Harriet Tubman Mini-Q' with the subtitle 'Background Essay Questions'. The page lists three questions with corresponding text input boxes: '1. In what border state was Harriet Tubman born?', '2. How did the expansion of cotton fields in the deep South affect young slaves on the Eastern Shore?', and '3. How old was Harriet when she escaped slavery?'. A red arrow points to a small grey notification box in the bottom right corner of the page that says 'Saved at : 5:18:05 PM'. Below the main screenshot is a separate box showing a larger version of the 'Saved at : 5:18:05 PM' notification.

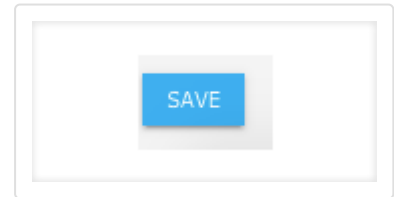


On this note: if you see a pop-up, always click "Stay" or "Cancel".

This pop-up asks if you're sure you want to leave the page.  
This means something didn't save yet.

If you see a "Save" button, click it.

You'll find these on the Guided Essay and Student Essay.



Got any questions?

Email us at [support@dbqproject.com](mailto:support@dbqproject.com) if you're having any problems or if you have any questions.