

# DBQ Online User's Guide



**District Administrator Guide**  
(2024)

# DBQ Online User’s Manual

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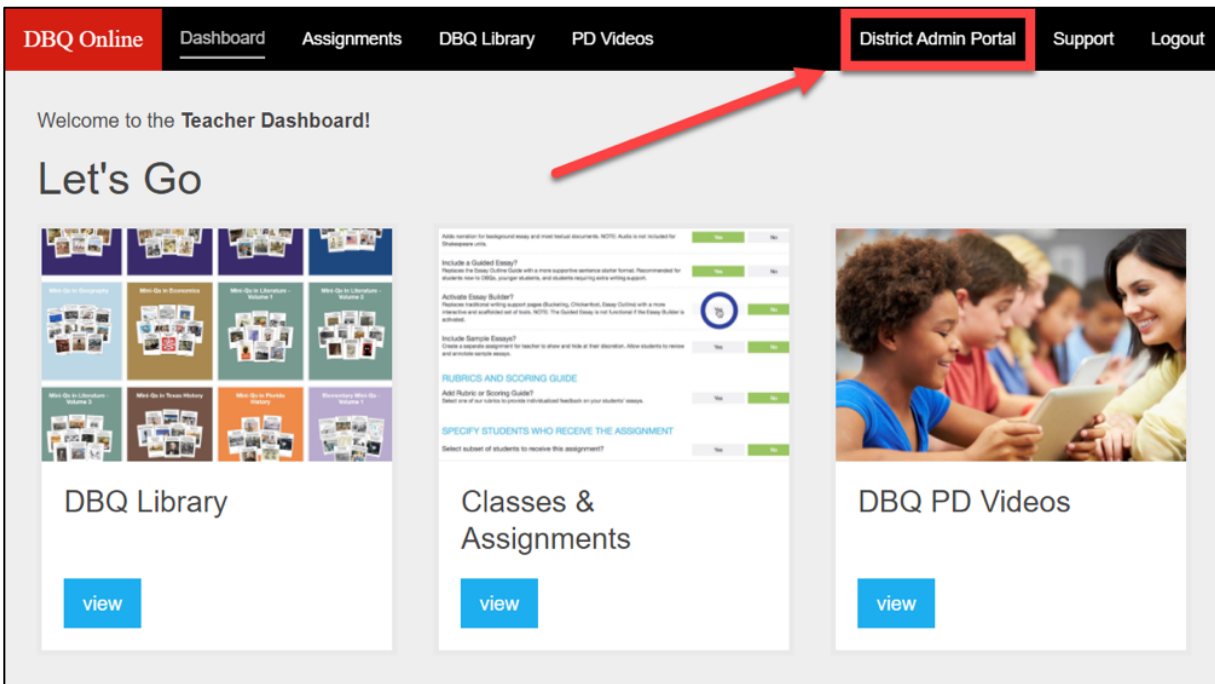
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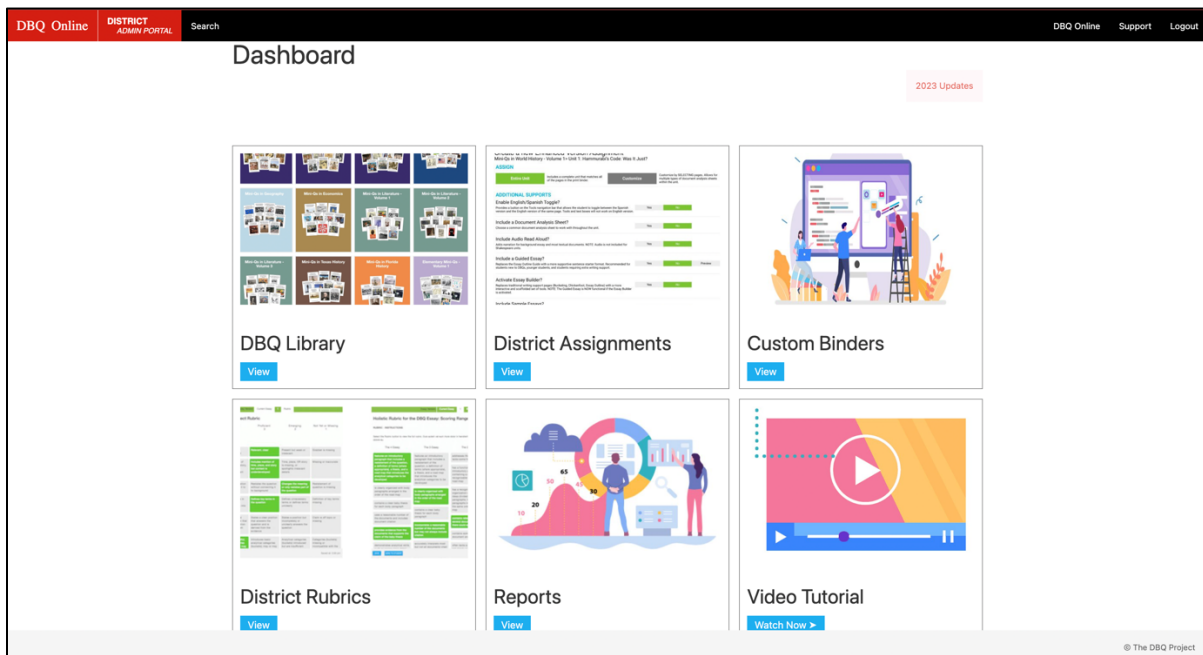
## Accessing the Administrator Dashboard

Login to your DBQ Online account. Click on the "District Admin Portal" button on the navigation bar.

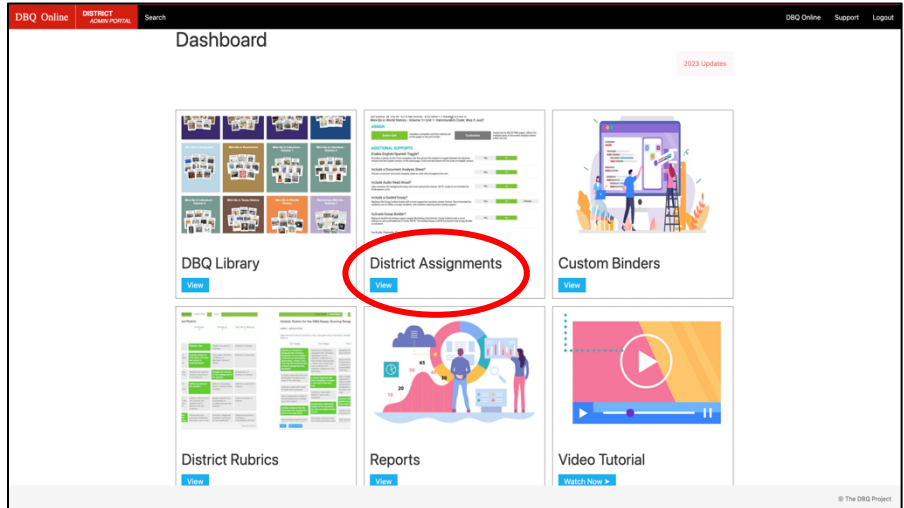


## The District Administrator Dashboard

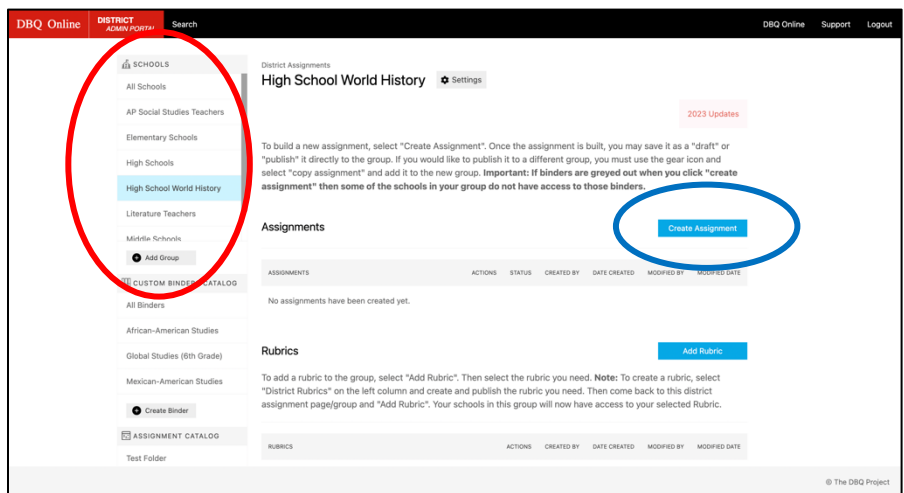
The District Admin Portal landing page is your Admin Dashboard. Here, you'll find tiles to access the DBQ library your district purchased, create district assignments and rubrics to push out to teachers, customize a binder, run usage reports, and view video tutorials on the various tools in the administrator portal.



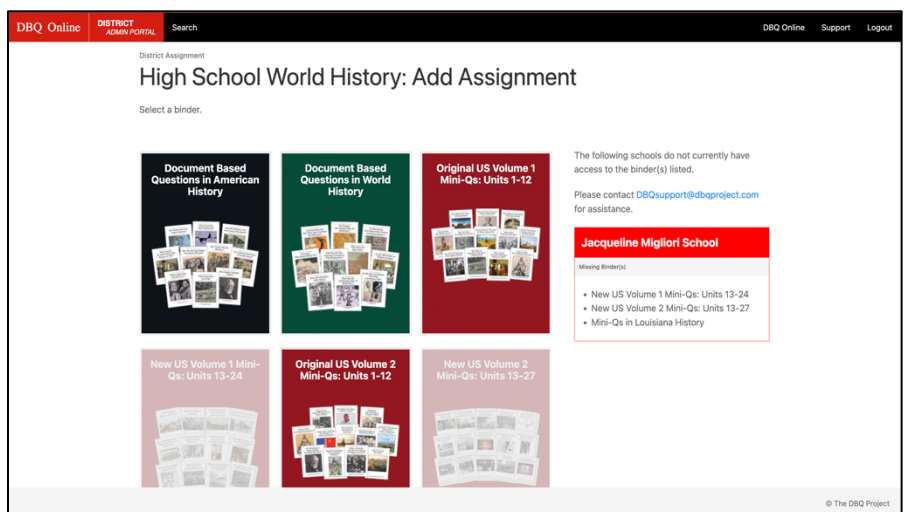
1. **District Assignments** are assignments created by an administrator and pushed out to a selected group of teachers, or in some cases, the entire district. This can be used for common assignments, assessments, etc. To create a District Assignment, click the **VIEW** button under “District Assignments.”



2. Choose your school group. If none is listed, create a new school group by clicking **ADD GROUP**. Once a group has been chosen, click on the **CREATE ASSIGNMENT** button.



3. Select the binder from which the assignment is coming. Note that there is a section that lists what binders are not available on each campus. Assignments cannot be created from binders that a school has not purchased.



**Notes:**

4. This will take you to the list of units in that e-binder. Find the unit to be assigned. Note the EV and CV columns. The **EV unit** has all the support pieces for students (Doc Analysis Questions, buckets, chickenfoot, etc.). The **CV unit** does not contain those support pieces. For Elementary Mini-Qs, there is a MV or Micro-Q version (shorter Background Essay, one document, one paragraph). Hit the **ASSIGN** button for the unit.

The screenshot shows the 'Add Assignment: Mini-Qs in World History - Volume 3' page. It features a table with columns for 'ENGLISH VERSION', 'SPANISH VERSION', 'UNIT', 'UNIT TITLE', 'MINI-Q EV', and 'MINI-Q CV'. Unit 1, 'The Enlightenment Philosophers: What Was Their Main Idea?', has its 'Assign' button circled in red. Other units listed include 'The Reign of Terror: Was It Justified?', 'How Should We Remember Toussaint Louverture?', and 'Latin American Independence: Why Did the Creoles Lead the Fight?'.

5. Hitting the **ASSIGN** button takes you to a page where you can customize the assignment for your students. The first option is **ENTIRE UNIT** or **CUSTOMIZE**. Customize allows you to pick and choose which pages within the DBQ unit to assign students. You can also select different document analysis sheets for different documents.

The screenshot shows the 'Create a new Enhanced Version Assignment' page for Unit 1: 'The Enlightenment Philosophers: What Was Their Main Idea?'. It offers two options: 'Entire Unit' and 'Customize'. The 'Customize' button is circled in red. Below, the 'CUSTOMIZE' section shows a list of pages to be added or removed from the assignment, including 'Cover', 'Hook Exercise', 'Background Essay', 'Background Essay Questions', and 'Clarifying the Question And Pre-Bucketing'.

6. For both the Entire Unit or Customize, **ADDITIONAL SUPPORTS** can be included with the assignment. **ENGLISH/SPANISH TOGGLE** allows students to have a **VIEW SPANISH** button on their page. **AUDIO** allows background essays and documents to be read out loud for students. The **GUIDED ESSAY** is an outline that includes sentence stems and writing supports. **SAMPLE ESSAYS** can also be included.

The screenshot shows the 'ADDITIONAL SUPPORTS' section. It includes options to 'Enable English/Spanish Toggle?', 'Include a Document Analysis Sheet?', 'Include Audio Read Aloud?', 'Include a Guided Essay?', and 'Include Sample Essays?'. Each option has a 'Yes' or 'No' selection button. The 'Include a Guided Essay?' option also has a 'Preview' button.

**Notes:**

7. The **ESSAY BUILDER** chunks the writing process for students. They can be added into the assignment. You can also create their your essay builder. **RUBRICS AND SCORING GUIDES** can be included, allowing the you to score directly in the platform. You can also create your own rubrics. Seleting a rubric and scoring on the platform will allow you to download the data in a spreadsheet.

The screenshot shows the 'DBQ Online' interface. The top navigation bar includes 'Dashboard', 'Assignments', 'DBQ Library', 'PD Videos', 'Support', and 'Logout'. The main content area has two sections:

**ACTIVATE ESSAY BUILDER**  
Replaces traditional writing support pages (Bucketing, Chickenfoot, Essay Outline) with a more interactive and scaffolded set of tools. To create a Custom Essay Builder, first save assignment below. Next, click on 'My Essay Builders' in the left-hand navigation. Then select 'Create Essay Builder' button. Once you create and save your Custom Essay Builder, you can add it to your assignment here.

Yes No

**ESSAY BUILDERS**

TITLE	CREATED BY	DATE CREATED	MODIFIED BY	MODIFIED DATE	ACTIONS
DBQ Standard Essay Builder	DBQ	-	-	-	Select

No Custom Essay Builders have been created.

**RUBRICS AND SCORING GUIDE**  
Add Rubric or Scoring Guide?  
Select one of the DBQ rubrics or create your own. To create a Custom Rubric, first save the assignment below. Next, click on 'My Rubrics' in the left-hand column of your assignments page. Then select 'Create Rubric'. Once you have created and saved your Custom Rubric, you can add the rubric to your assignment here.

Yes No Overview

8. Name the assignment. When finished, hit **SAVE & ASSIGN** to push it out to students. Saving the assignment as a draft will NOT push it out to students. The last option before the assignment is published allows teachers to add **TEACHER MARKUPS**, or notes and directions, for students on any of the pages in the DBQ assignment. Simply use the annotation tools to leave those markups.

The screenshot shows the 'DBQ Online' interface with a 'Save & Assign' dialog box open. The dialog box contains the following text:

**Save & Assign**  
Your assignment is now live!  
Would you like to add teacher instructions, annotations, and notes?  
Note: By clicking "Save and Assign", your markups and assignment are live and can be seen by students. You can add/modify teacher markups anytime by selecting the sprocket icon and clicking "Edit Teacher Markup".

At the bottom of the dialog box, there are two buttons: 'Add Markups' and 'Not Now'. The 'Add Markups' button is circled in red.

9. You should now see the assignment created under **Assignments** for that **School Group**. Teachers that received the assignment should now see the assignment listed under the **"District Assignments."**

The screenshot shows the 'DBQ Online' interface for the '1st Period US History' assignment. The left sidebar has a 'DISTRICT ASSIGNMENTS' section circled in red. The main content area shows the assignment details:

**1st Period US History**  
Settings Class Code: View Copy

Below are your assignments for your selected class. To create or add a class, select Add Class in the left panel. Remember, each class has a unique class code. Share this code with students to connect them to your class. To add an assignment, select "Add Assignment" above. Important: On the left-side panel you can now add custom comments for Unit and Essay feedback. The custom comments will apply to all of your classes and may be modified at any time.

To copy a Template Assignment (personal or district) into one of your classes, you must first select the template and copy it into a chosen class. District Template assignments can ONLY be modified after you copy them into your class. Once copied, these assignments will show as "draft" and you can edit and assign them by clicking "edit assignment". Note: If a District Admin has locked the assignment, you will not be able to edit it at any time.

Caution: All of your work is saved automatically in DBQ Online. However, please instruct your students NOT to work in two tabs or two windows of DBQ Online as this may cause saving issues.

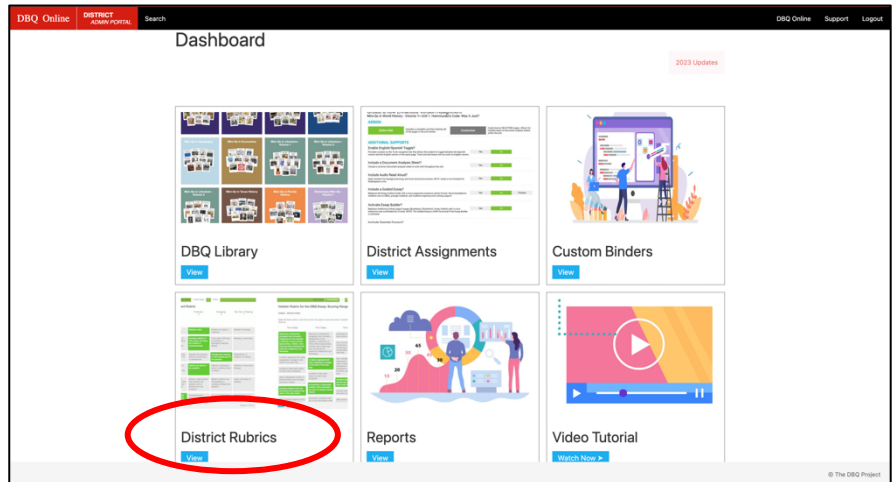
**Assignments** Roster Secondary Teacher

Assignment Title	Version	# Students	Status	Actions	Display
How Revolutionary Was the American Revolution? : EV	EV	1	Assigned	View Manage	ON OFF
How Did the Constitution Guard Against Tyranny? : EV	EV	1	Assigned	View Manage	ON OFF
The Louisiana Territory: Would You Have Supported the Purchase? : EV	EV	1	Assigned	View Manage	ON OFF

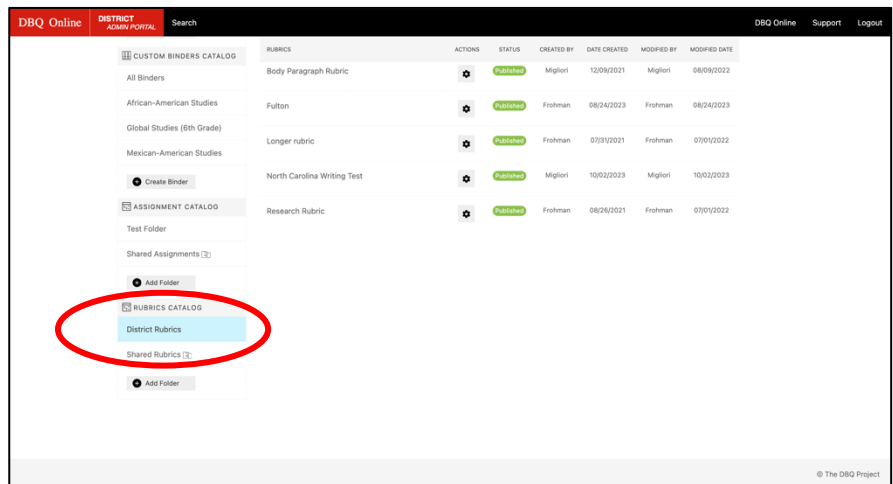
Notes:



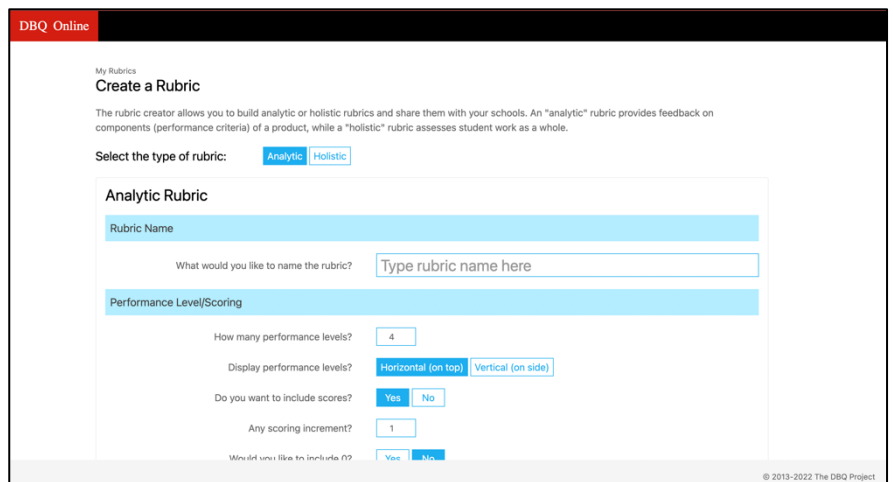
1. **District Rubrics** are rubrics created by an administrator and pushed out to a selected group of teachers, or in some cases, the entire district. This is especially useful for having common district- or grade-level rubric, including importing the College Board AP rubric. To create a District Rubric, click the **VIEW** button under “District Rubrics.”



2. In order to share a District Rubric with a School Group, the rubric must have already been created and is in the District Rubric folder. In order to create a rubric, click on **DISTRICT RUBRICS** on the left gutter, then click **CREATE RUBRIC** to begin constructing a new rubric.



3. The first choice when customizing a rubric is selecting the type of rubric – **analytic or holistic**. Name the rubric, then begin building the layout of the rubric. Hit the **BUILD RUBRIC** button at the bottom to move into constructing the rubric.



## Notes:

4. Building the rubric allows teachers to identify the categories for evaluation, the performance levels, and descriptions for each performance level. Click **BUILD RUBRIC** when complete, and the custom rubric should now appear under “District Rubrics.”

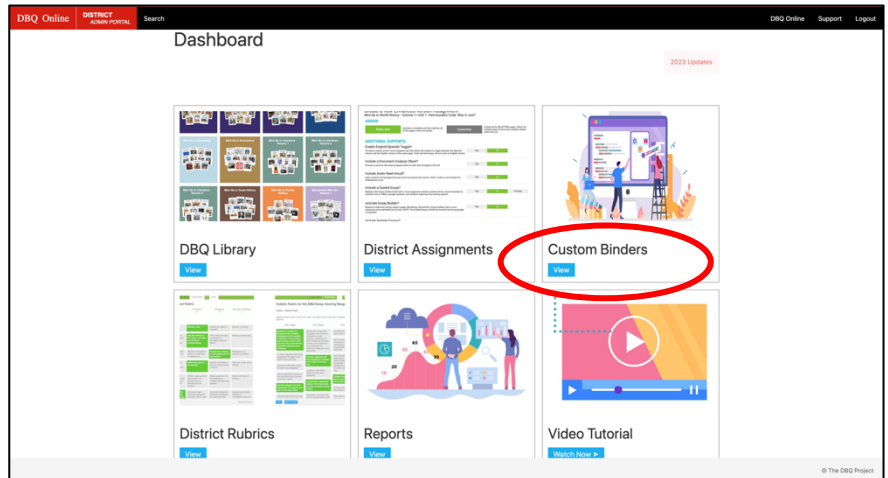
5. In order to share a District Rubric with a School Group, choose the School Group you want to share the rubric with. Then, click **ADD RUBRIC**.

6. Once you click **ADD RUBRIC**, a list of possible rubrics to choose from will appear. These are the rubrics created in your **District Rubrics** folder. Select the rubric you want to share with the School Group selected. You should now see the rubric listed under “Rubrics” for that School Group. Teachers will see the rubric under their “District Rubrics” tab on the left.

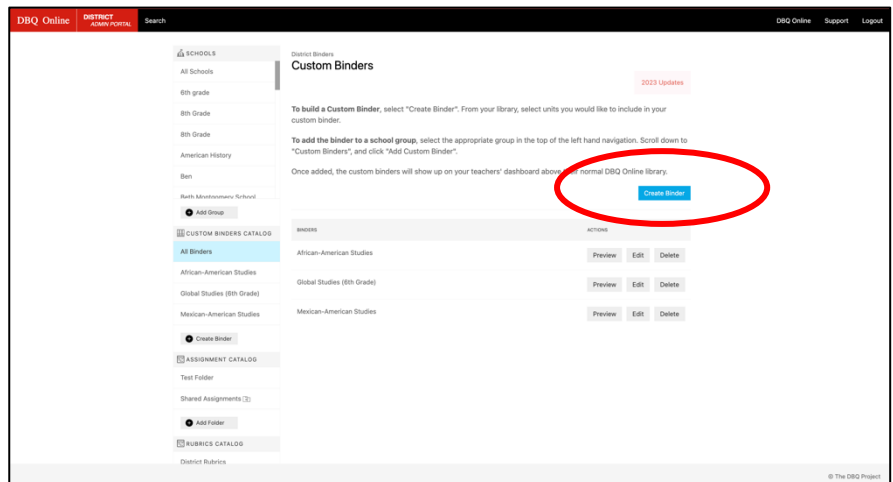
## Notes:



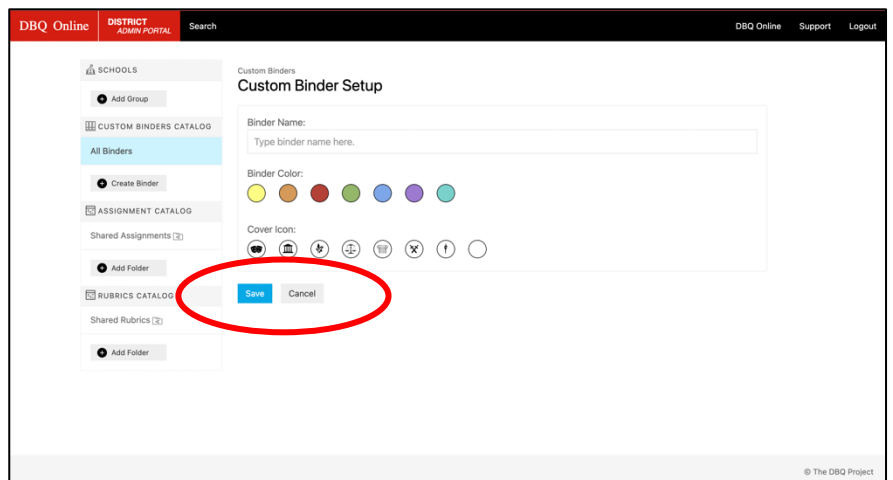
1. **Custom Binders** are e-binders created by an administrator from existing binders and pushed out to a selected group of teachers, or in some cases, the entire district. This is especially useful for courses that don't have a direct correlation to an existing e-binder, such as Ethnic Studies or non-traditional courses. To create a Custom Binder, click the **VIEW** button under "Custom Binders."



2. In order to create a **Custom Binder**, click **CREATE BINDER**.

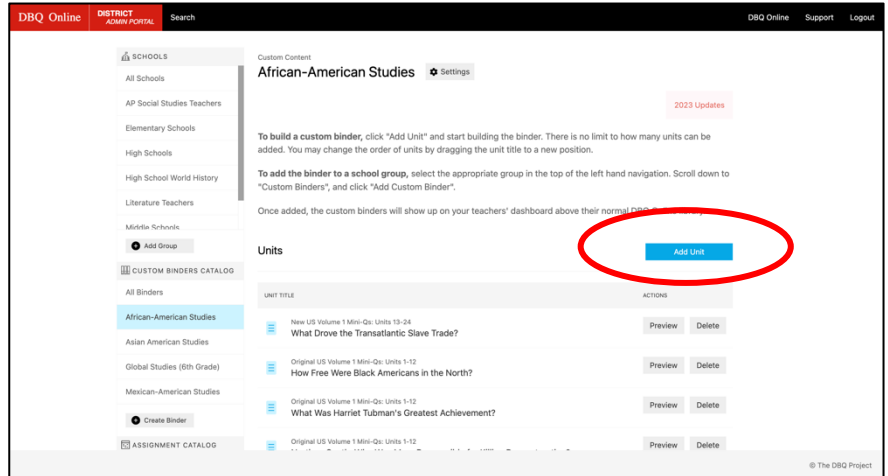


3. **Name** the custom e-binder. Choose a binder **color** along with an **Icon**. Once finished, click the **SAVE** button.

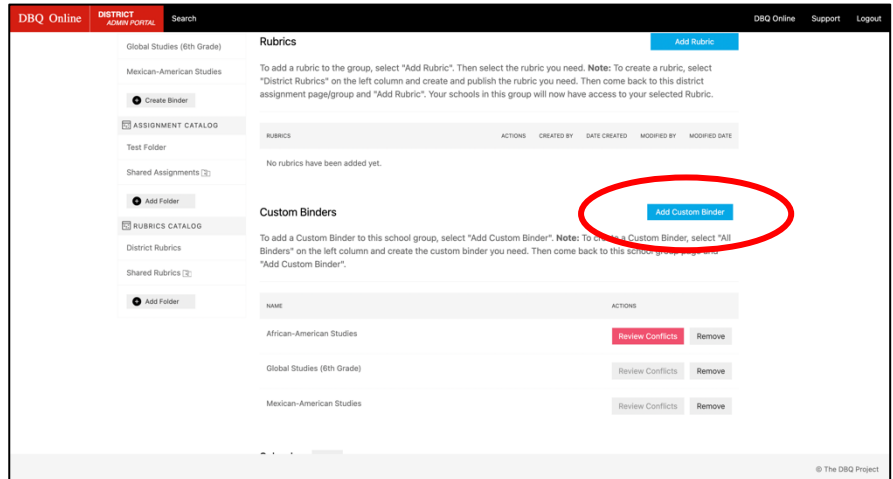


**Notes:**

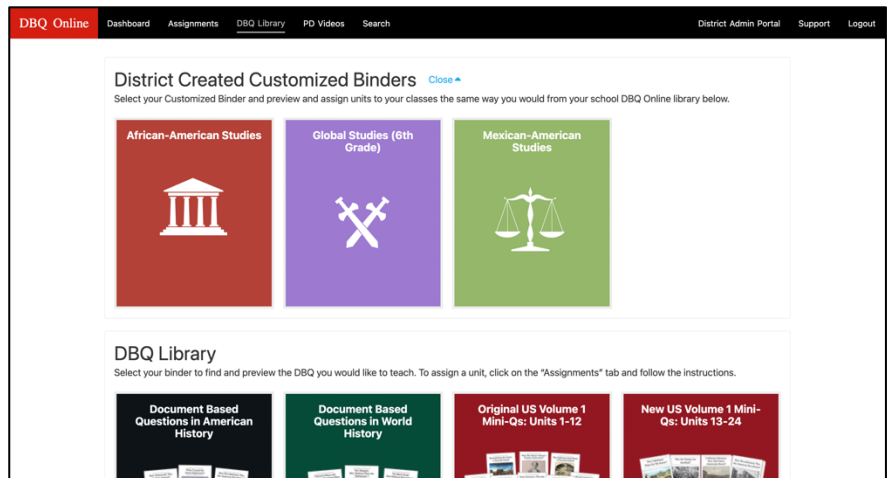
4. Click **ADD UNIT** to select units that you want to include in the custom e-binder. Once you hit **ADD UNIT**, click on the e-binder the unit comes from and select the unit.



5. In order to push the Custom Binder out to selected school groups, select the school group in the top left gutter. Click on **ADD CUSTOM BINDER** and select the custom binders you want to push to that school group. The custom binders selected will appear under **"Custom Binders"** on the School Group Page.

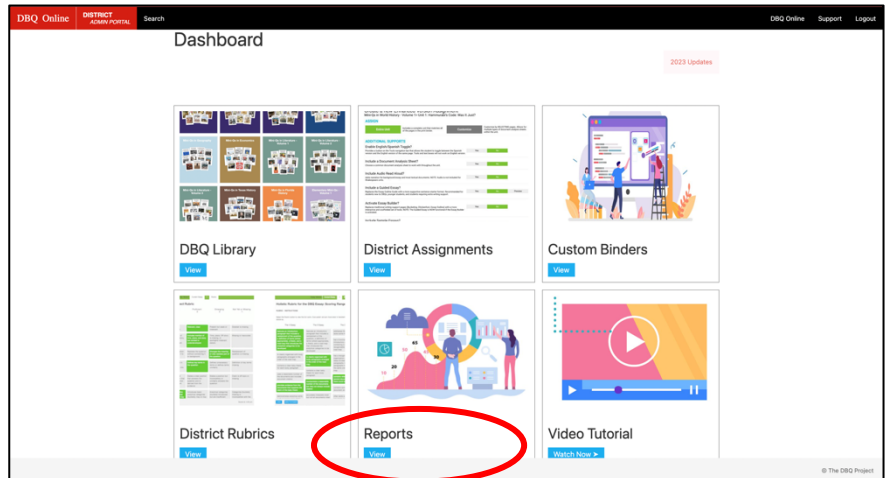


6. The **District Customized Binders** will appear at the top of the DBQ Library when teacher's open their DBQ Online Dashboard.

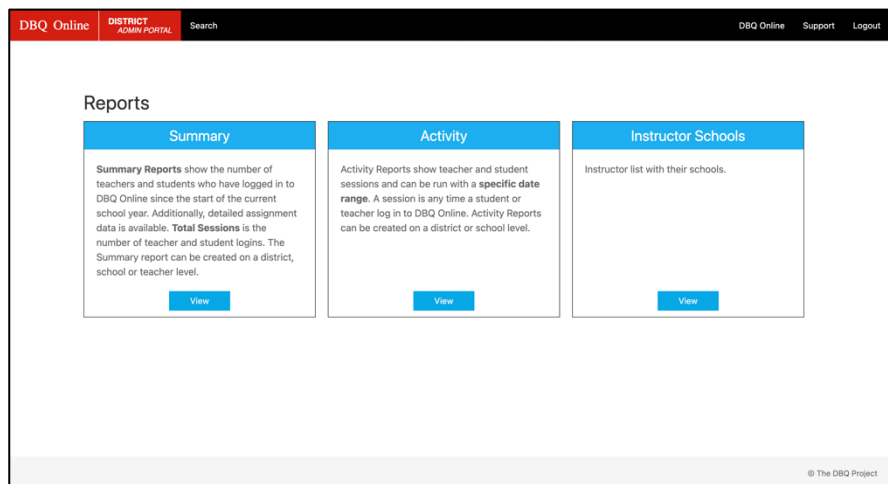


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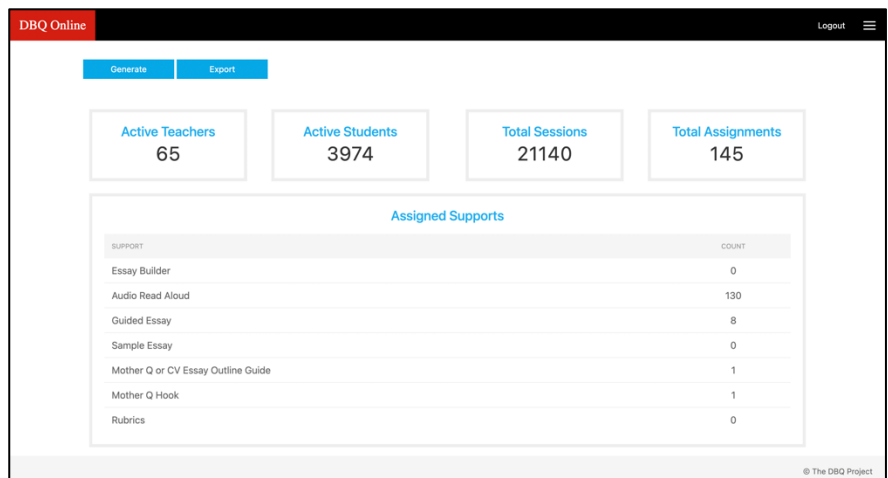
1. **Reports** are where administrators can track DBQ Online usage by school or teacher, which units are being assigned, as well as which parts and supports of the unit are being utilized.



2. Administrators can run **Summary Reports**, providing a snapshot into a district or school. **Activity Reports** can be run with a specific date range and provide a more detailed report on a district or school level.



3. Reports can be generated to show active teachers, active students, total number of sessions, total assignments assigned, which DBQs assigned, and which supports utilized. Reports can also be run for individual schools within the district and can show which teachers are using DBQ Online with their students.



Notes: