



*Expert 21*

# Expert Space™ User's Guide





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## **Introduction**

Expert Space is an online digital curriculum that combines accessible, leveled content with interactive, personal learning tools to transform the way all students access information, build knowledge, and develop 21st century skills.

In Expert Space, students can explore each *Expert 21* workshop in depth and research related articles, videos, websites, and more to enhance their learning. Expert Space includes over 125,000 articles and 100,000 vetted websites, aligned to the most commonly taught subjects in language arts, science and social studies. In addition, productivity tools help students develop goal setting and skill building. Expert Space also includes a comprehensive set of tools and supports that help students access and organize content for homework assignments and research projects.

## **The Expert 21 Environment**

*Expert 21* is a comprehensive web-based technology system. It provides students, teachers and administrators with any time, anywhere access to software. *Expert 21*'s technology programs provide engaging content, productivity tools, informative assessment and actionable reports.



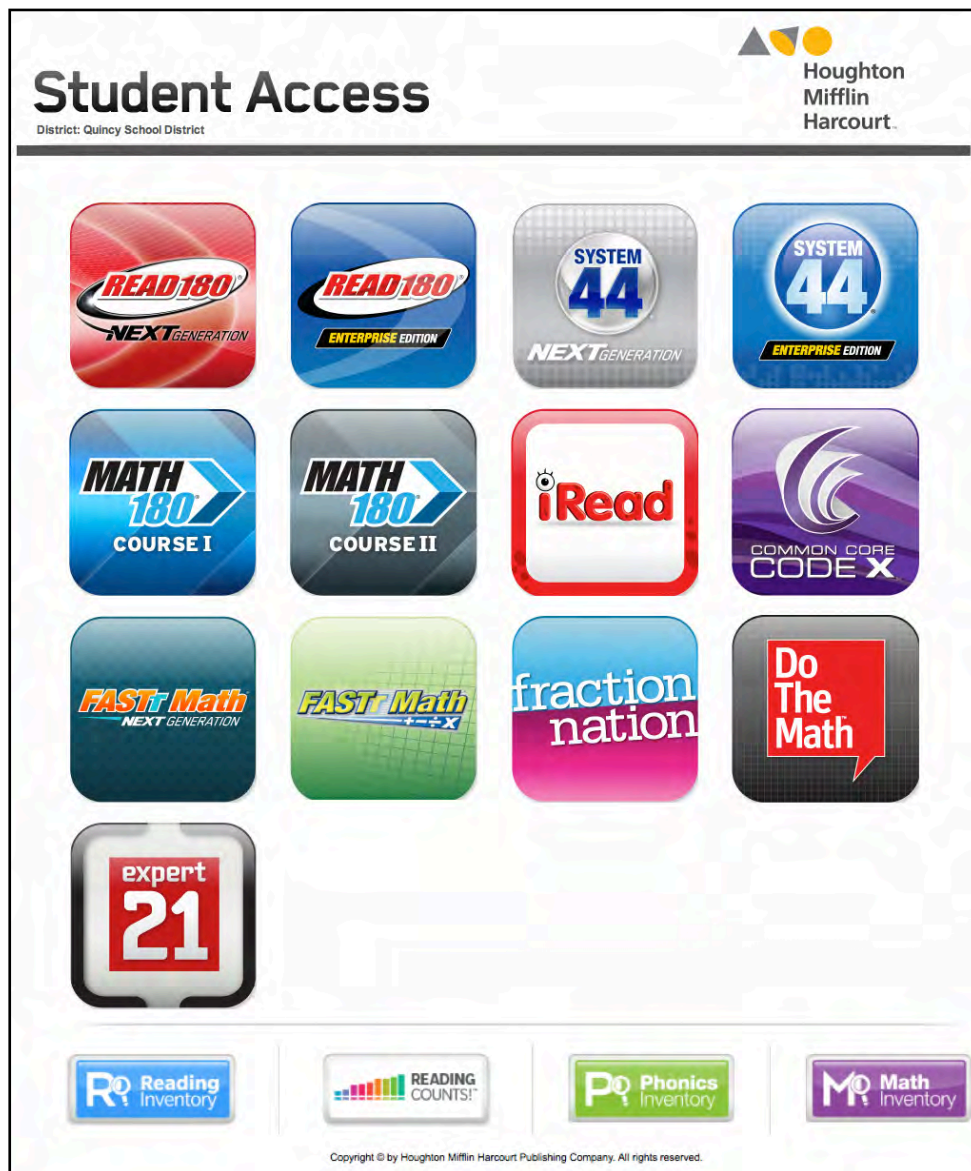
## About This Manual

This manual covers how to use Expert Space in the *Expert 21* environment. For other reference issues, see the chart below. All manuals are available at the [Product Support](#) website.

For information on:	See:
Getting started with <i>Expert 21</i> and SAM	<a href="#"><i>Expert 21 User's Guide</i></a>
Using <i>xSkills</i>	<a href="#"><i>Expert 21 xSkills User's Guide</i></a>
<i>xSkills</i> program settings and reports	<a href="#"><i>SAM Settings and Reports for xSkills</i></a>
Using SAM and moving data between local and hosted servers	<a href="#"><i>Hosting Services User's Guide</i></a>
Using <i>Reading Inventory</i>	<a href="#"><i>Reading Inventory Software Manual</i></a>
<i>Reading Inventory</i> program settings and reports	<a href="#"><i>SAM Settings and Reports for Reading Inventory</i></a>
Getting started in SAM and setting up accounts at the district and school level	<a href="#"><i>Getting Started with Student Achievement Manager</i></a>
Adding and enrolling students in SAM	<a href="#"><i>Enrolling and Managing Students Using Student Achievement Manager</i></a>
Using SAM Resources	<a href="#"><i>Using Resources in Student Achievement Manager</i></a>
Using the SAM Book Expert	<a href="#"><i>Using the Book Expert in Student Achievement Manager</i></a>

## Getting Started

Once students are enrolled in *Expert 21* and (see the [Expert 21 User's Guide](#)) they may log in to *xSkills* through the Student Access screen (see the [Hosting Services User's Guide](#) for more information on the Student Access screen in Hosting Services).



Click the *Expert 21* icon on the Student Access screen to open the *Expert 21* Access screen.

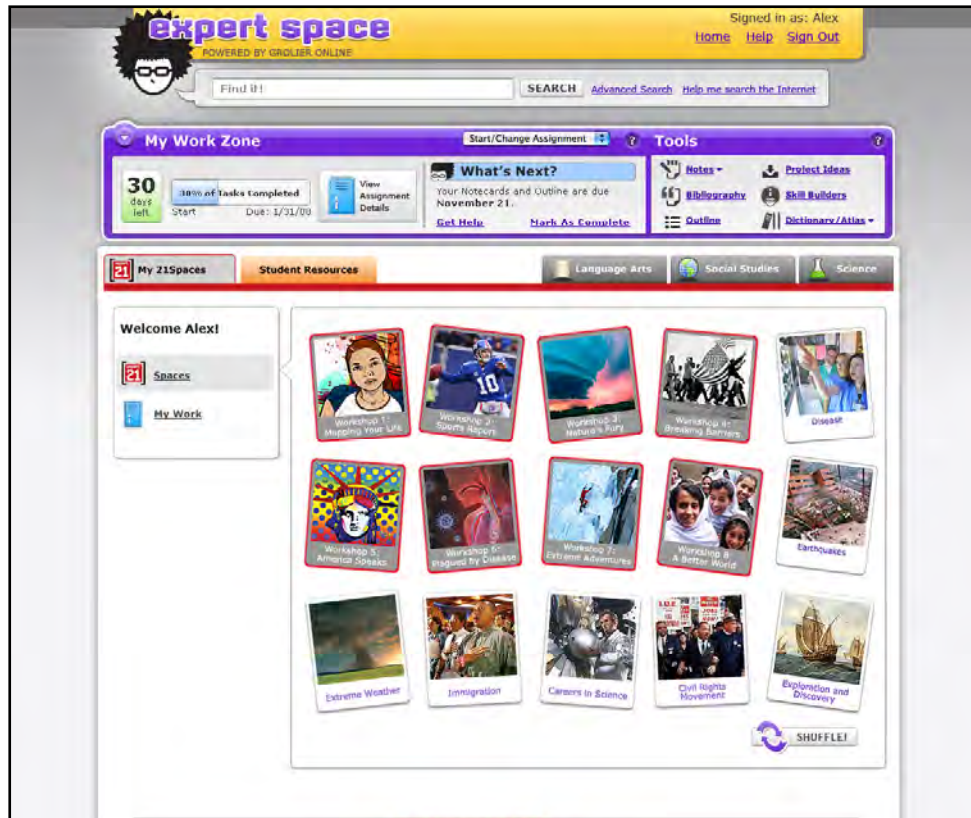


Students launch Expert Space from the *Expert 21* Access screen. Click **Go** in the Expert Space icon to open the Expert Space Login screen.

From the Login screen, students enter their usernames and passwords and click **Go On** to enter Expert Space.



## Expert Space Home Page



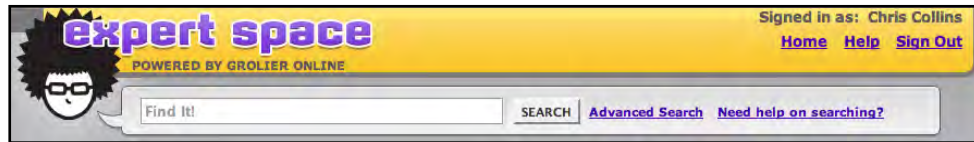
After logging in, students go to the Expert Space Home Page. Here students find the following features:

- Eight 21Spaces that correspond to the eight workshops in the *21Book*
- Seven rotating xSpaces that explore related content
- Find It! Search tool
- My Work Zone, which organizes students' research
- Digital Tools for research and tracking assignments
- The Student Resources tab, which accesses Project Ideas and Skill Builder videos (*page 32 and 33*)

For help with Expert Space functions, there is a Help link at the top right of the screen. To exit Expert Space at any time, click the **Sign Out** link next to the Help link.

## Searching and Browsing

### Find It! Search Tool



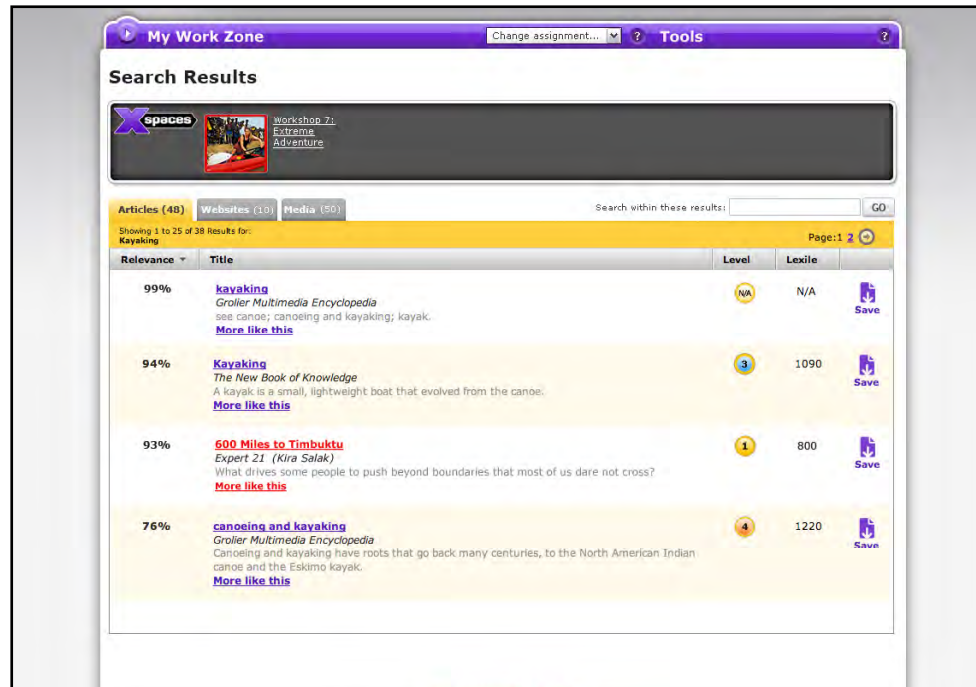
Expert Space's Find It! search tool is an important tool for any homework or research assignment and the best way to search for and find 21Spaces. The Find It! box is located near the top of the home page and almost all other Expert Space pages.



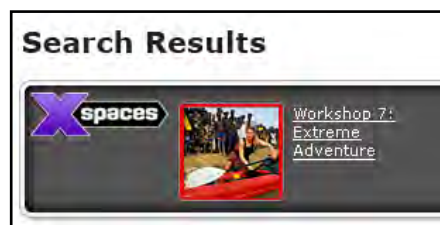
Enter keywords or search terms (a single term, multiple terms, or multiple terms separated by Boolean operators [*and*, *not*, *or*]) and click **Search**. The Find It! tool searches all articles, 21Spaces, xSpaces, and other resources, such as magazines, websites, and media included in Expert Space. The results are grouped by type and are listed in order of relevance.



## Search Results



Clicking **Search** opens the Search Results window. Search results are listed in order of relevance (note that 21Space search results are in red).



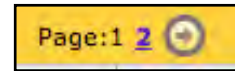
The top of the Search Results page displays 21Spaces and related xSpaces as thumbnails. Click the thumbnails to open that 21Space.

Below the thumbnails, search results are listed, with tabs that categorize the results into Articles, Websites, and Media. Articles include



content found in 21Spaces (listed in red) related xSpaces, and other publications. Websites includes Internet sites which have been editorially selected and checked for appropriateness of content. Media includes relevant images and video from within Expert Space.

The Articles tab opens by default. To move through the list of article search results, click the page numbers or the arrows at the top right of the search results screen.




93%

**600 Miles to Timbuktu**  
Expert 21 (Kira Salak)  
What drives some people to push beyond boundaries that most of us dare not cross?  
[More like this](#)

1

800

 Save

Each listing includes the article's title, the name of the database, a brief description, a Lexile® measure, and a Lexile-based reading level. To sort results by fields, click that field's heading. Click the **More Like This** link at the bottom of each listing to start a new search using that article to find similar results.

Results from websites, magazines, and media are listed under their own tabs. Tabs

Search within these results:

appear only for those items that yield at least one search result. Clicking the tabs allows users to quickly switch from viewing the article results to other types of results. Use the Search Within These Results field to refine the search if it has yielded too many results to be useful. Enter additional search terms in the box and click **Go**.

**Search Results**

Articles (0)

Websites (0)

Media (0)

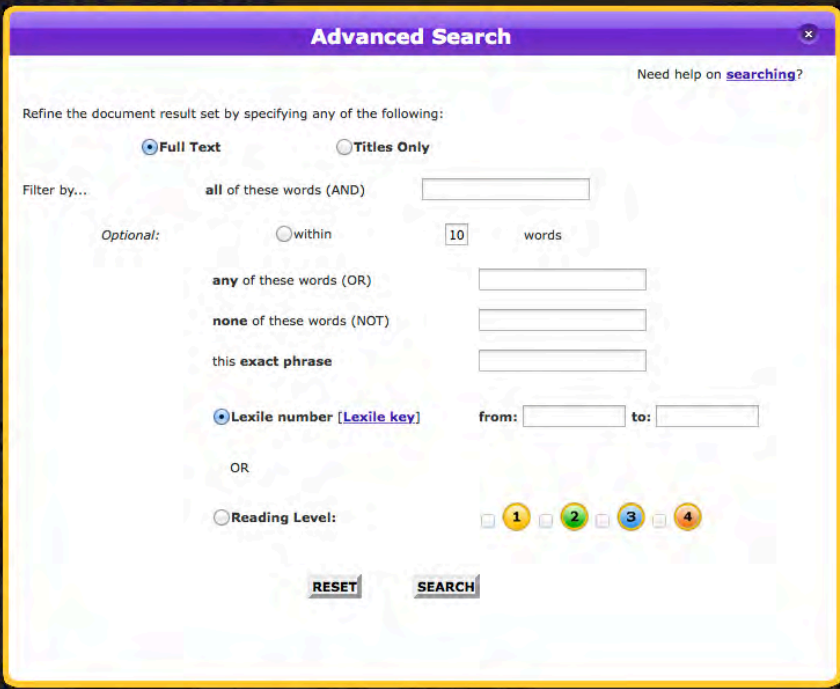
Showing 0 to 0 of 0 Results for: **electios**

You searched for **electios**

Did you mean: [election](#), [elections](#), [electivos](#), [electos](#), [electros](#)

If a search yielded no results, due to misspellings, etc., the Did You Mean prompt appears, along with suggested alternatives. Click the appropriate alternative to run a new search using the new term.

## Advanced Search



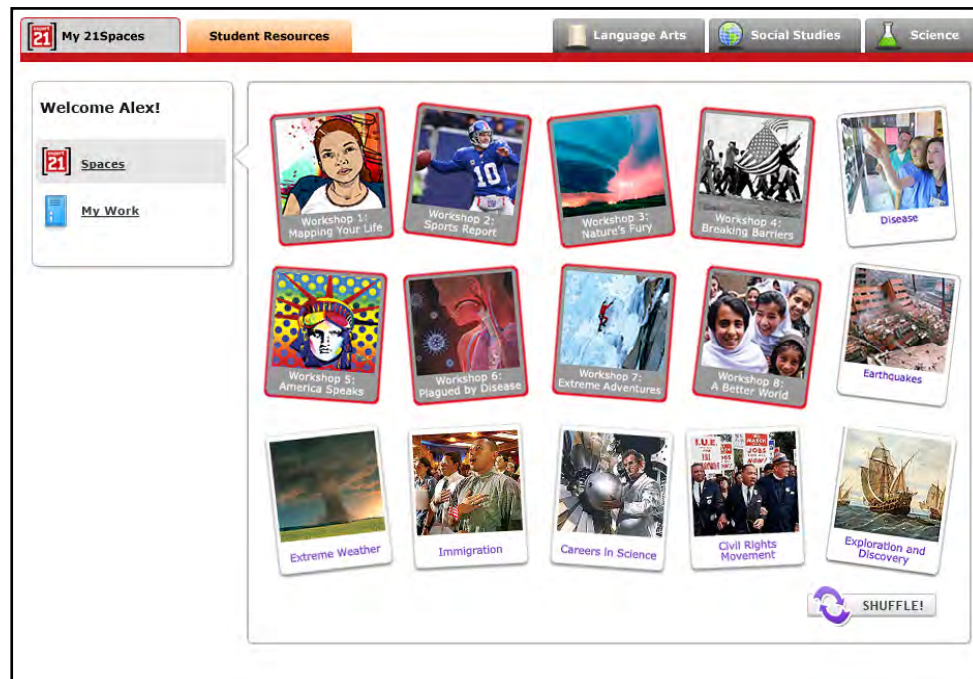
The Advanced Search feature may be used to refine or limit a search. There are several options available:

- **Full Text or Titles Only:** By default the Expert Space search engine searches the full text of all documents. To limit a search to titles, select **Titles Only** from the Advanced Search page.
- **Boolean Operators:** The Advanced Search feature also enables the use of Boolean operators *and*, *or*, and *not*. Simply enter search terms into the appropriate boxes on the Advanced Search page, and further refine *And* searches by specifying that the terms must also appear in the same paragraph, sentence, or within a specified number of words.
- **Exact Phrase:** Use this option to search for an exact phrase.
- **Lexile® or Reading Level:** Use this option to search by Lexile or reading level.

## Need Help on Searching?

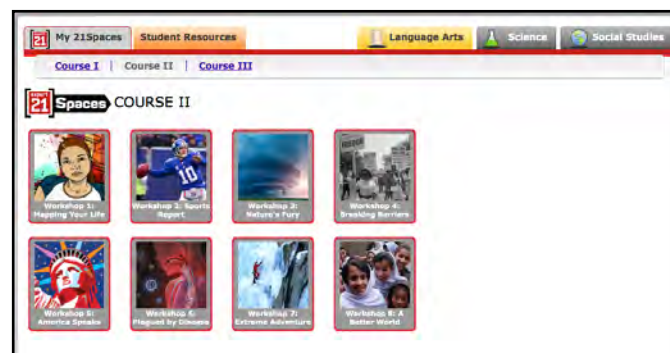
If students need help searching, click the **Need Help on Searching?** link to open the Searching Skill Builder (page 33).

## Browsing the 21Spaces and Related xSpaces



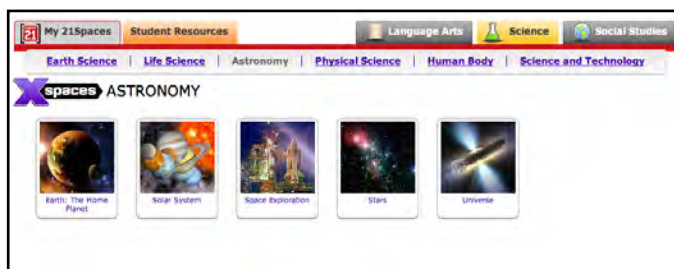
The Expert Space home page displays thumbnails of the eight 21Spaces that correspond to the student's course, and seven related xSpaces. Click any 21Space or xSpace to open that space and access related articles and media. Click **Shuffle** at the bottom right of the screen to show different xSpaces.

There are three tabs above the **21Spaces** and **xSpaces**:

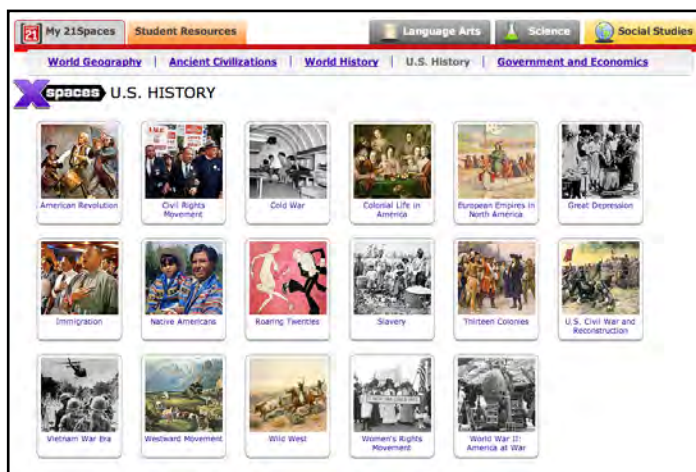


- **Language Arts:** The Language Arts tab shows only the 21Spaces for the course the student is enrolled in.

- **Science:** The Science tab shows science-related xSpaces, sortable by subject area.

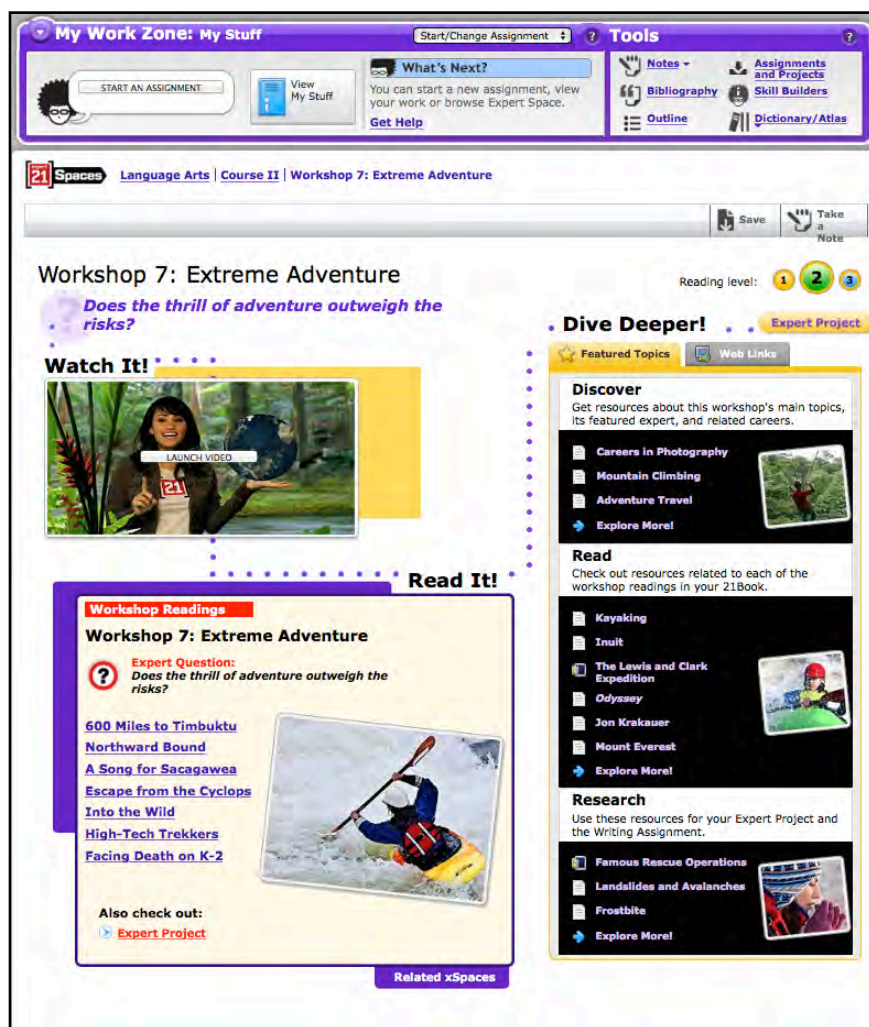


- **Social Studies:** The Social Studies tab shows social studies-related xSpaces, sortable by subject area.





## Navigating 21Spaces and xSpaces



**My Work Zone: My Stuff** Start/Change Assignment ? **Tools** ?

START AN ASSIGNMENT View My Stuff What's Next? You can start a new assignment, view your work or browse Expert Space. Get Help

Notes Bibliography Outline Assignments and Projects Skill Builders Dictionary / Atlas

**21 Spaces** Language Arts Course II Workshop 7: Extreme Adventure

Save Take a Note

**Workshop 7: Extreme Adventure** Reading level: 1 2 3

*Does the thrill of adventure outweigh the risks?*

**Watch It!**

LAUNCH VIDEO

**Read It!**

**Workshop Readings**

**Workshop 7: Extreme Adventure**

**Expert Question:** Does the thrill of adventure outweigh the risks?

600 Miles to Timbuktu  
Northward Bound  
A Song for Sacagawea  
Escape from the Cyclops  
Into the Wild  
High-Tech Trekkers  
Facing Death on K-2

Also check out:  
Expert Project

**Dive Deeper!** Expert Project

**Featured Topics** Web Links

**Discover**  
Get resources about this workshop's main topics, its featured expert, and related careers.

Careers in Photography  
Mountain Climbing  
Adventure Travel  
Explore More!

**Read**  
Check out resources related to each of the workshop readings in your 21Book.

Keyaking  
Inuit  
The Lewis and Clark Expedition  
Odyssey  
Jon Krakauer  
Mount Everest  
Explore More!

**Research**  
Use these resources for your Expert Project and the Writing Assignment.

Famous Rescue Operations  
Landslides and Avalanches  
Frostbite  
Explore More!

**Related xSpaces**

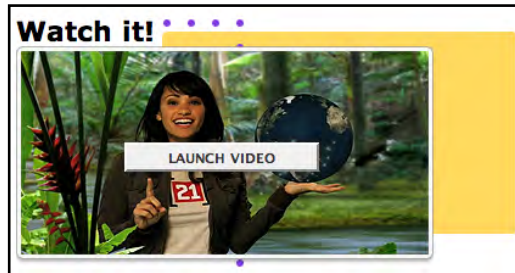
21Spaces allow users to immerse themselves into the *21Book* workshop they are working on. Watch It! introduces the workshop theme; Read It! presents the *21Book* Expert Question; a selection of the workshop readings; and the Expert Project; and Dive Deeper! allows for further exploration into the topic through three categories—Discover, Read, and Research, each with associated subtopics. Explore More offers content associated with each of the three Dive Deeper! categories for additional research.

Every 21Space and related xSpace includes articles written at three reading levels, as well as other reading support scaffolds. Articles are assigned a reading level based on their Lexiles® measures (page 49). Level 1 articles Lexile under 800; Level 2 articles Lexile between 801–1000; and Level 3 articles Lexile between 1001–1200.



## Watch It!

Each 21Space features a five-minute Anchor Media presentation on the space's topic that introduces the workshop's Expert and summarizes the topic. Click **Launch Video** to play the video.



## Read It!


### Workshop Readings

#### Workshop 7: Extreme Adventure

**Expert Question:**  
Does the thrill of adventure outweigh the risks?


[600 Miles to Timbuktu](#)  
[Northward Bound](#)  
[A Song for Sacagawea](#)  
[Escape from the Cyclops](#)  
[Into the Wild](#)  
[High-Tech Trekkers](#)  
[Facing Death on K-2](#)

Also check out:  
[Expert Project](#)



### Read it!

#### Related Xspaces



Exploration and Discovery

Read it! begins with the Expert Question and the list of workshop readings that corresponds to the 21Book Workshop. Click the reading title to open the article. If applicable, the Lexile level of the reading appears to the upper right. Each reading also carries a photo. Clicking the photo opens a window with an enlarged version of the photo and a descriptive caption.

Click the **Expert Project** link below the Also Check Out heading to open the Expert Project description in a separate window.

Roll over Related xSpaces to see a thumbnail for an xSpace related to the workshop topic.

In the related xSpaces (*right*), Read It! begins with a topic introduction. Click **Read more...** to go to the topic survey article. The survey article is a detailed overview with information that students may investigate further in Dive Deeper! subtopics.


### Read it!

#### U.S. Civil War and Reconstruction

From 1861 to 1865, the United States was torn apart by a war between the states. Slavery was the issue that most divided North and South. With the end of the war, slavery was abolished. And the rebuilding of the South began.

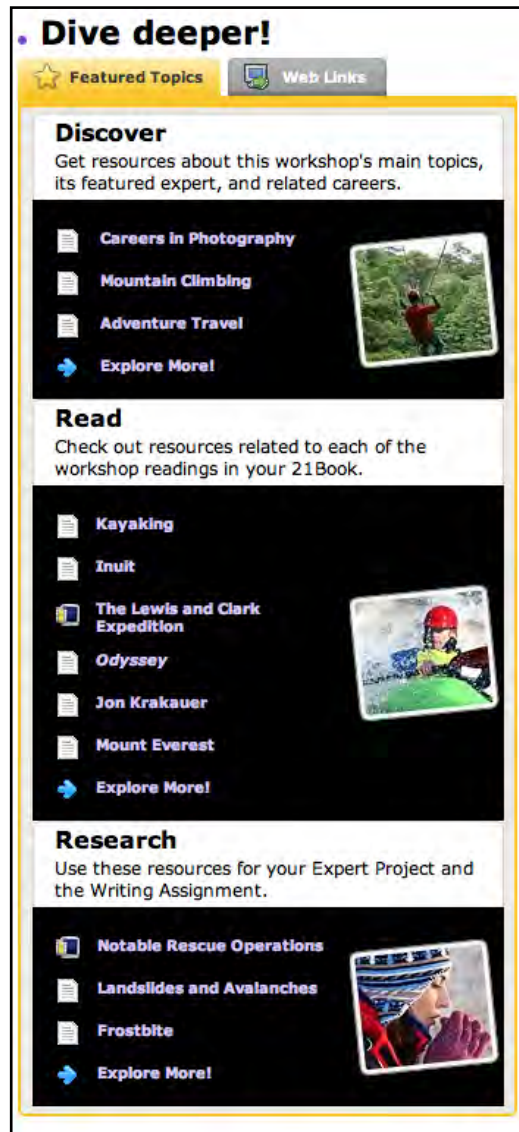
[Read more...](#)

Also check out:  
[People of the Civil War](#)  
[The Gettysburg Address](#)



#### Related xSpaces

## Dive Deeper!



**Dive deeper!**

★ Featured Topics    Web Links

**Discover**  
Get resources about this workshop's main topics, its featured expert, and related careers.

- Careers in Photography
- Mountain Climbing
- Adventure Travel
- Explore More!

**Read**  
Check out resources related to each of the workshop readings in your 21Book.

- Kayaking
- Inuit
- The Lewis and Clark Expedition
- Odyssey
- Jon Krakauer
- Mount Everest
- Explore More!

**Research**  
Use these resources for your Expert Project and the Writing Assignment.

- Notable Rescue Operations
- Landslides and Avalanches
- Frostbite
- Explore More!

Dive Deeper! extends learning by providing three Featured Topics to explore each 21Space workshop: Discover, Read, and Research. Each Featured Topic starts with a brief sentence explaining its role in the 21Space and contains links to subtopics. The subtopics may be multimedia features such as videos, slideshows, and interactive timelines that provide in-depth looks at various aspects of the 21Book workshop.

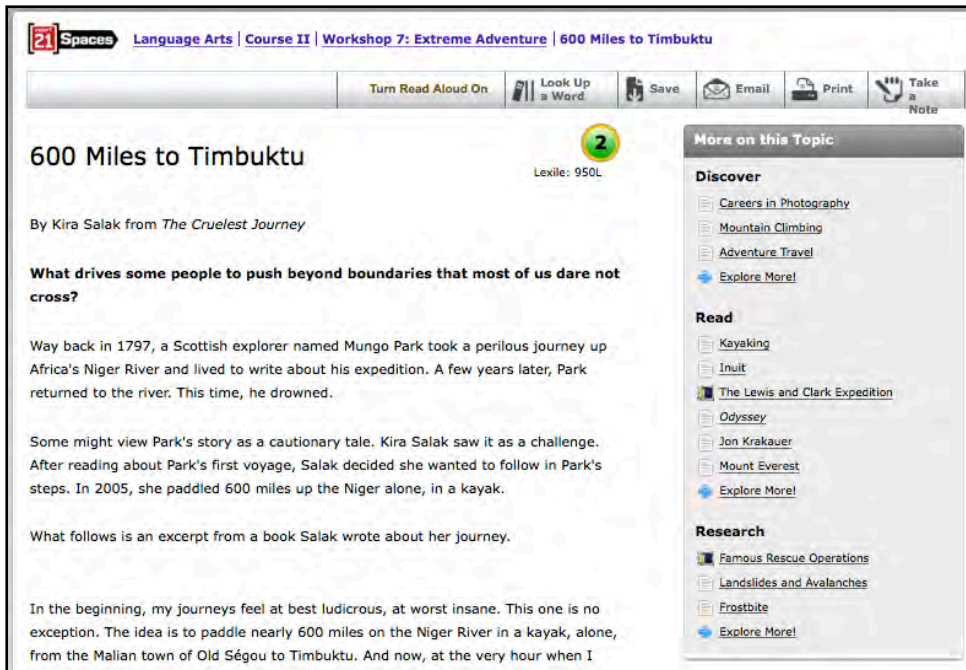
Each Featured Topic also includes an Explore More link, which lists related articles by Lexile to help extend the topic even further.

In the related xSpaces, Featured Topics also have a curriculum-based project idea for students. Each project includes goals and a list of questions to encourage further thought about the topic.

21Spaces and xSpaces also have a Web Links tab that lists

information about the xSpace topic by including links to eight to 10 related websites. These websites have all been editorially selected and vetted for reliability and appropriateness.

## 21Space and xSpace Articles



**21 Spaces** Language Arts | Course II | Workshop 7: Extreme Adventure | 600 Miles to Timbuktu

Turn Read Aloud On | Look Up a Word | Save | Email | Print | Take a Note

### 600 Miles to Timbuktu

Lexile: 950L

By Kira Salak from *The Cruellest Journey*

**What drives some people to push beyond boundaries that most of us dare not cross?**

Way back in 1797, a Scottish explorer named Mungo Park took a perilous journey up Africa's Niger River and lived to write about his expedition. A few years later, Park returned to the river. This time, he drowned.

Some might view Park's story as a cautionary tale. Kira Salak saw it as a challenge. After reading about Park's first voyage, Salak decided she wanted to follow in Park's steps. In 2005, she paddled 600 miles up the Niger alone, in a kayak.

What follows is an excerpt from a book Salak wrote about her journey.

In the beginning, my journeys feel at best ludicrous, at worst insane. This one is no exception. The idea is to paddle nearly 600 miles on the Niger River in a kayak, alone, from the Malian town of Old Ségou to Timbuktu. And now, at the very hour when I

**More on this Topic**

**Discover**

- Careers in Photography
- Mountain Climbing
- Adventure Travel
- Explore More!

**Read**

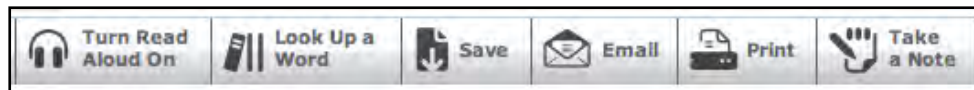
- Kayaking
- Inuit
- The Lewis and Clark Expedition
- Odyssey
- Jon Krakauer
- Mount Everest
- Explore More!

**Research**

- Famous Rescue Operations
- Landslides and Avalanches
- Frostbite
- Explore More!

Workshop readings within each 21Space display at the Course's reading level. A menu alongside the article lists related 21Space articles and other sources. Related xSpace articles also contain additional features (*page 19*).

Located at the top of each 21Space and xSpace article is an article toolbar with the following functions:

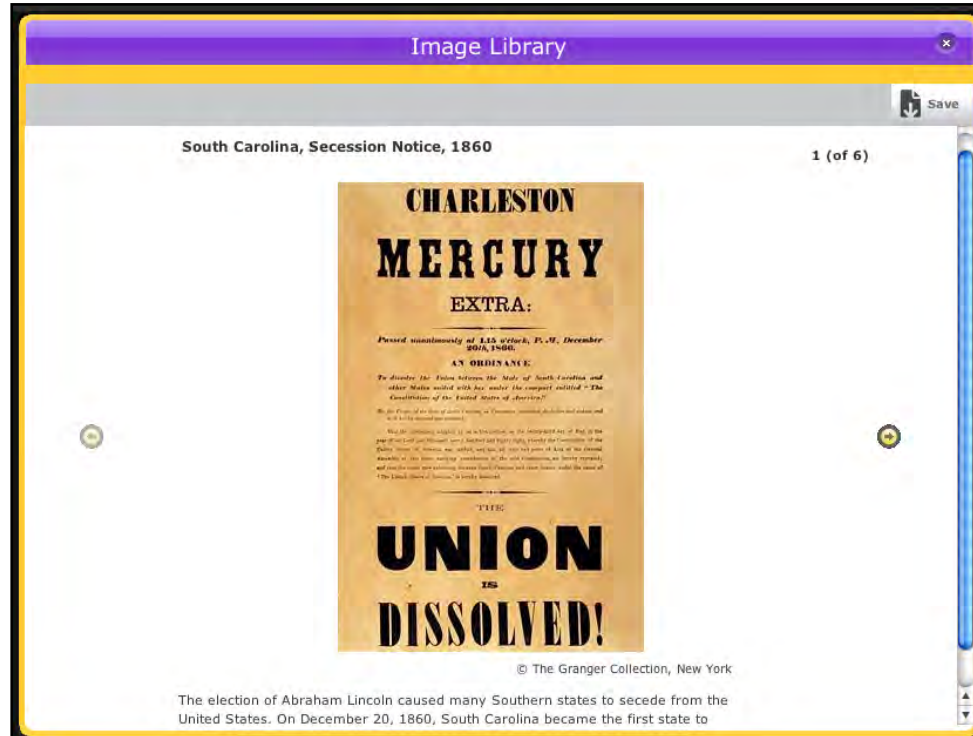


- **Read Aloud:** Read Aloud is available from all English-language articles. Click **Turn Read Aloud On**, then click a sentence to hear it aloud. The selected sentence is highlighted in yellow and the word spoken aloud appears in blue. To turn this feature off, click **Turn Read Aloud Off**.
- **Look Up a Word:** Select any word in an article by highlighting it, then click Look Up a Word. A pop-up screen opens displaying the definition.
- **Save:** Users Save articles to their My Work Digital Lockers (page 25). Clicking the **Save** button opens the Save to My Work window. From the window, choose a project from the pull-down list, click **Save**, and the article is saved to that project within the My Work Digital Locker.
- **Email:** To email an article and its citations, click the **Email** button on the toolbar. Enter the recipient's email address into the text box on the pop-up, and click **OK** to send the email.
- **Print:** Click the **Print** button to print an article. Sections with checkboxes are provided for longer articles. **Print Preview** and **Reset** links appear at the bottom of the window.
- **Take a Note:** Click **Take a Note** to open the note card pop-up and create a note card while in an article. Access additional note-taking functionality, like editing and deleting, from the note card pop-up.
- **Table of Contents:** Many 21Space and xSpace articles have a **Table of Contents** button, which opens a Table of Contents with links for navigating through the article.



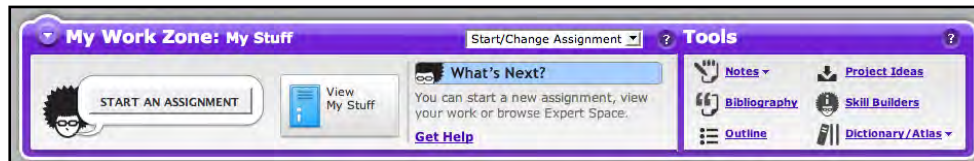
## Additional Article Features

21Space and related xSpace articles also contain these special features:



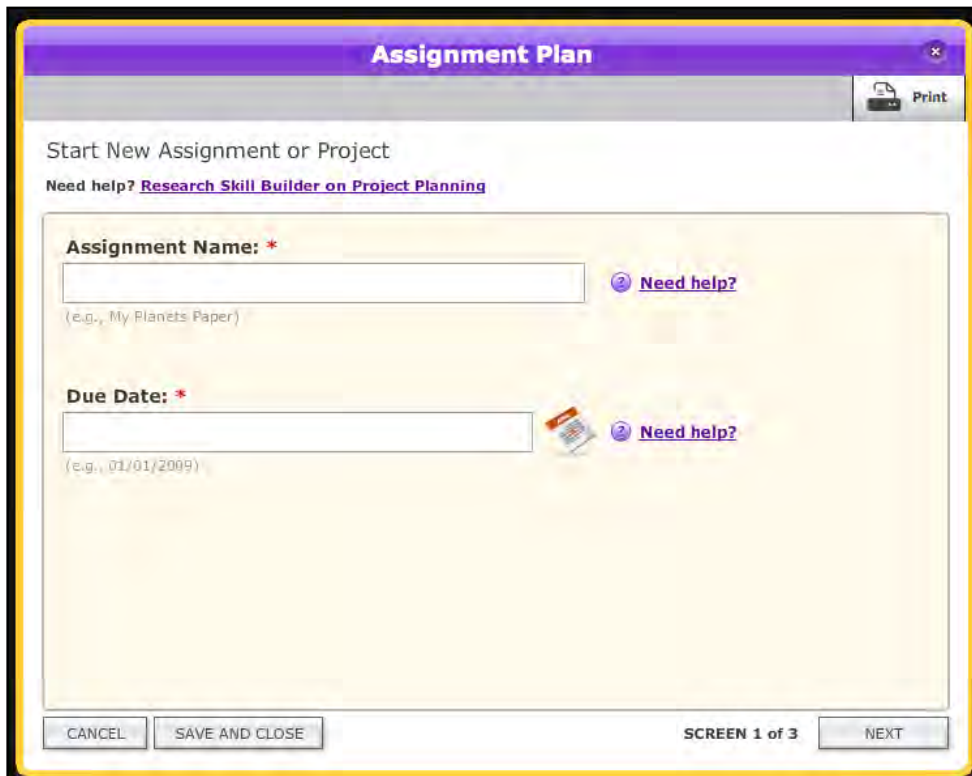
- **Image Library:** Many articles include a scrollable image library containing photographs and artwork specifically chosen for the article. Clicking an image opens it in a larger size with its caption beneath. Save any image to the My Work Digital Locker (*page 24*) by clicking **Save** in the upper-right corner of the image.
- **Maps and Flags:** Numerous articles include maps and flags. Clicking any map takes users to the Atlas, where they may access political, thematic, and exploration maps, along with other map tools. Save any map or flag to the My Work Digital Locker by clicking **Save** in the upper-right corner of the image. Clicking any flag opens the Flag window, which provides a larger image, and more details about that particular flag.
- **Facts and Figures:** Facts and figures and charts and tables may be found in many articles, providing an at-a-glance view of different kinds of information. Many of these are multimedia features.
- **Web Links:** Many articles contain links to websites that have been carefully chosen to align with the reading level of the article.

## My Work Zone



The area immediately below the Find it! search box is called My Work Zone. My Work Zone contains quick and easy access to the Expert Space tools as well as helpful status information about any active project or assignment.

## Assignment Plan

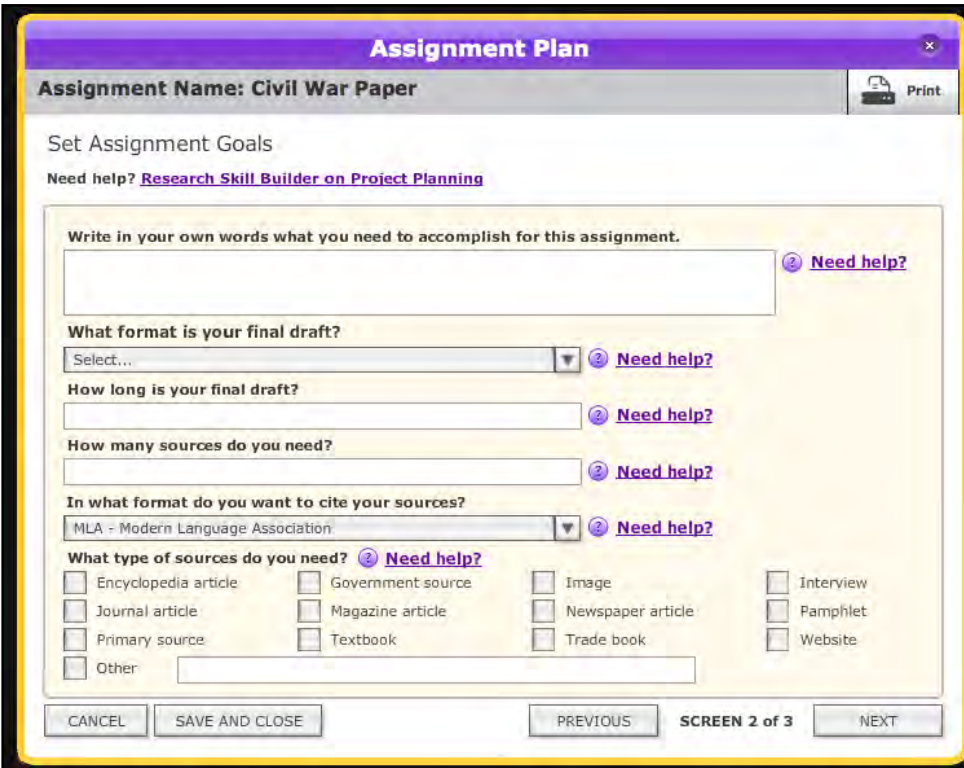


Use the Assignment Plan to plan and schedule projects and assignments. Click the **Start an Assignment** button in My Work Zone to access the planner.

The Assignment Plan is made up of three screens: Start New Assignment or Project, Set Assignment Goals, and Set Due Dates: Calendar.

On the Start New Assignment or Project screen, enter the name of the assignment and its due date (or click the calendar icon to choose a date.) Once these have been filled in, the assignment is listed in the Work Zone.





**Assignment Plan**

Assignment Name: Civil War Paper Print

Set Assignment Goals

Need help? [Research Skill Builder on Project Planning](#)

Write in your own words what you need to accomplish for this assignment. Need help?

What format is your final draft?  
Select... Need help?

How long is your final draft? Need help?

How many sources do you need? Need help?

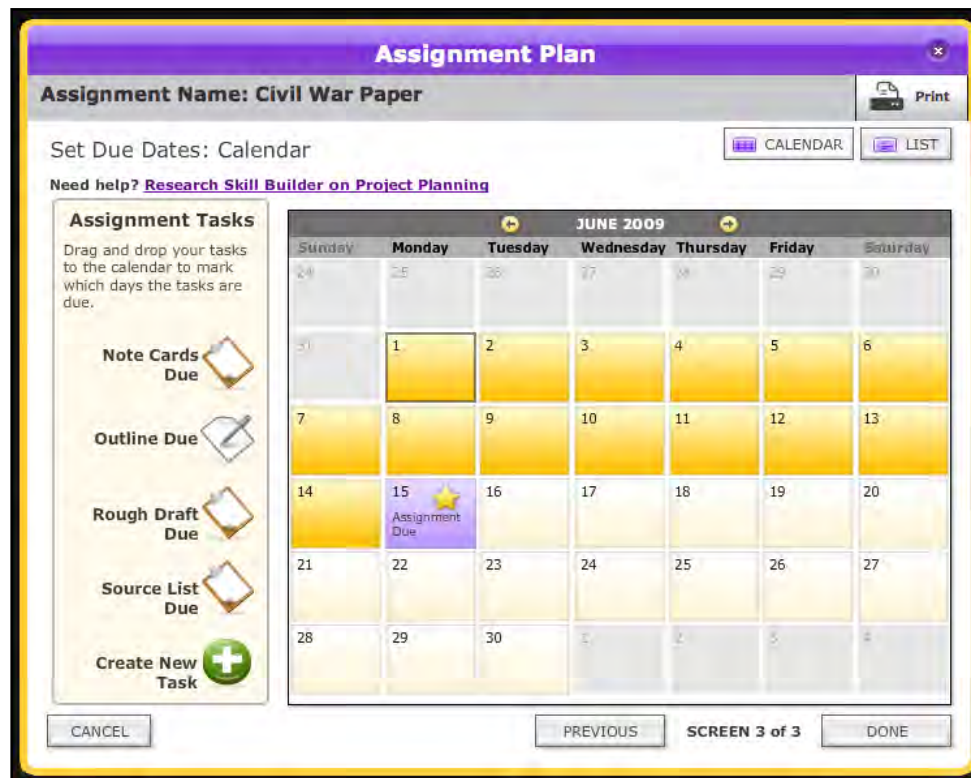
In what format do you want to cite your sources?  
MLA - Modern Language Association Need help?

What type of sources do you need? Need help?

<input type="checkbox"/> Encyclopedia article	<input type="checkbox"/> Government source	<input type="checkbox"/> Image	<input type="checkbox"/> Interview
<input type="checkbox"/> Journal article	<input type="checkbox"/> Magazine article	<input type="checkbox"/> Newspaper article	<input type="checkbox"/> Pamphlet
<input type="checkbox"/> Primary source	<input type="checkbox"/> Textbook	<input type="checkbox"/> Trade book	<input type="checkbox"/> Website
<input type="checkbox"/> Other			

CANCEL SAVE AND CLOSE PREVIOUS SCREEN 2 of 3 NEXT

The Set Assignment Goals screen is where users may input additional project or assignment information, such as description, project format, length, number of sources, and types of sources required.



The **Set Due Dates: Calendar** screen allows students to schedule important due dates for key tasks. This screen may be viewed as a calendar or task list.

In calendar view, the Assignment Tasks panel holds four icons representing standard assignment tasks: Note Cards Due, Outline Due, Rough Draft Due, and Bibliography Due. Drag and drop these icons onto the calendar to schedule these tasks.

The Create New Task icon enables users to create and schedule custom tasks. Dropping the icon onto the calendar opens a pop-up window. Enter the information in the fields and click **Add Task** to add the task to the calendar.

Up to two tasks per day are visible in calendar view. If more tasks are entered per day, they are viewable by switching to list view.

To change task dates, click the date or the calendar icon in the Date column of the table. This opens the calendar pop-up. Edit the dates and click **Save**.

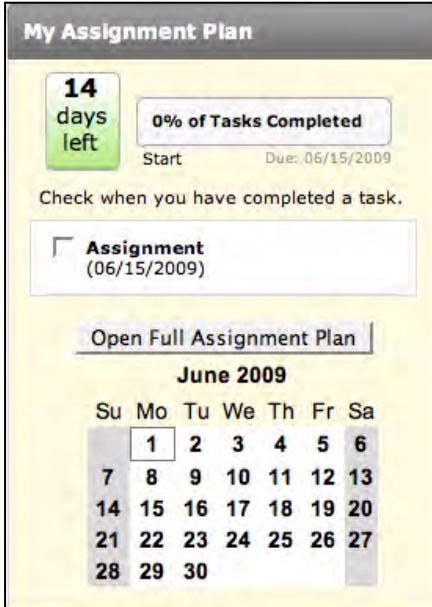
To remove tasks, click the delete icon in the Delete column of the table.

To print any screen in the Assignment Plan, click **Print** from that screen.

## Using My Work Zone

After creating an assignment and entering due dates, students may begin working on their assignments by researching within Expert Space. My Work Zone displays the assignment name and number of days until the assignment's due date. Click **View Assignment Details** next to the locker icon to view further assignment details at any time.

My Assignment Plan is available on the right-hand side of the screen. To indicate completed assignments, click the checkbox next to a task in the My Assignment Plan Summary section. This updates the percent complete within the Assignment Plan Summary panel, My Work Zone, and the What's Next section.



**My Assignment Plan**

**14** days left

**0% of Tasks Completed**

Start Due: 06/15/2009

Check when you have completed a task.

☐ **Assignment**  
(06/15/2009)

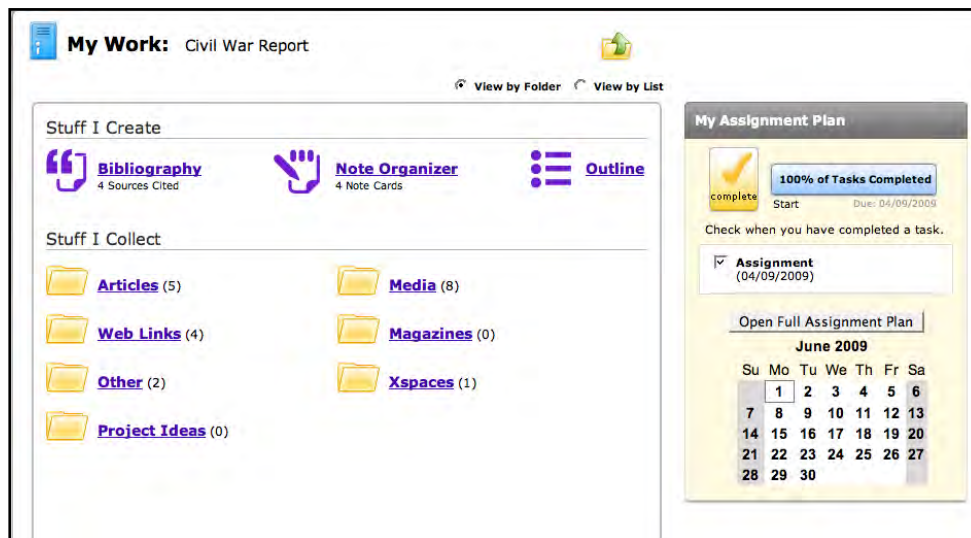
[Open Full Assignment Plan](#)

**June 2009**

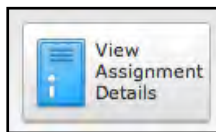
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Open the Assignment Plan at any time by clicking the **Open Full Assignment Plan** button available on this panel.

## My Work Digital Locker



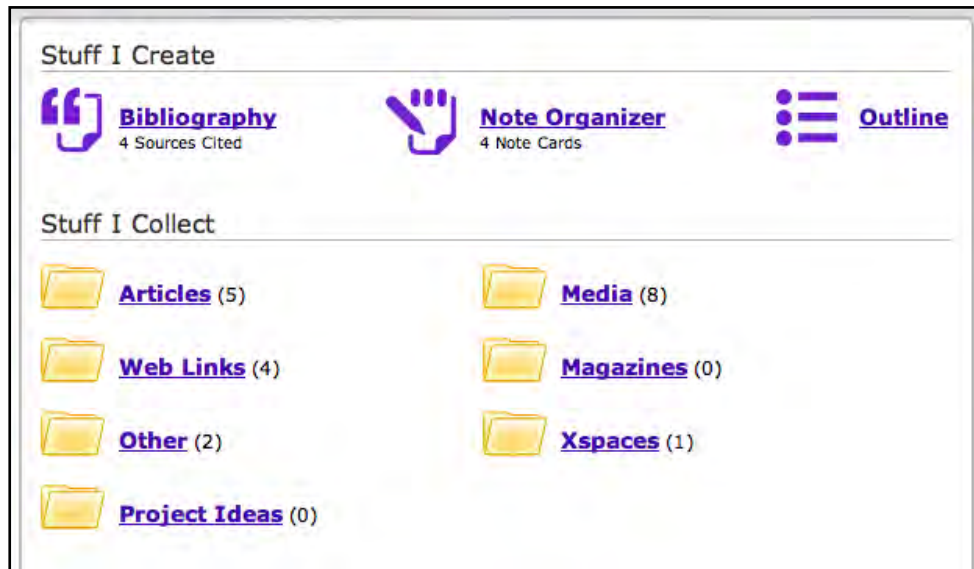
My Work Digital Locker stores everything students collect for a project—articles, magazines, media, web links, 21Spaces, xSpaces—as well as created project pieces—bibliographies, note cards, and outlines.



From the Home Page, click the My Work Locker icon along the left-hand side of the page, or click the **View Assignment Details** locker from the My Work Zone area on any page to open the Digital Locker.

When opening the locker from the home page, the locker contains three sections: My Unassigned Stuff, which contains the My Stuff folder; My Assignments, which displays a folder for each created assignment; and My Completed Assignments, which displays a folder for each assignment marked as complete. Each of these areas has two main categories: Stuff I Create and Stuff I Collect.

When opening the locker via the View Assignment Details locker icon, users go automatically to that project or assignment's section within the Digital Locker. They are also able to navigate to the other sections of the locker described above.



Stuff I Create saves content that has been created by using the tools within Expert Space, such as an outline, a bibliography, and note cards.

Stuff I Collect contains all the project-related content and resources that students have saved, stored, and organized in separate folders labeled Articles, Media, Web Links, Magazines, 21Spaces, xSpaces, and Project Ideas. Students should store 21Spaces in the xSpace folder.

Stuff I Collect may be viewed by folder or by list. To toggle between these two views click the radio buttons at the top of the Assignment Materials View.



In folder view, the number of items in each folder appears in parentheses next to the folder name.

List view displays a list of everything collected for the current assignment. The list has three columns: Title, Type, and Select. The list is sorted by title by default. Click the column heads to sort by type. To sort by ascending or descending order, click the triangle in the Title or Type header. Click any title to see it displayed in context within Expert Space. Click **Select** to move or copy items on the list to other assignments, or delete them.



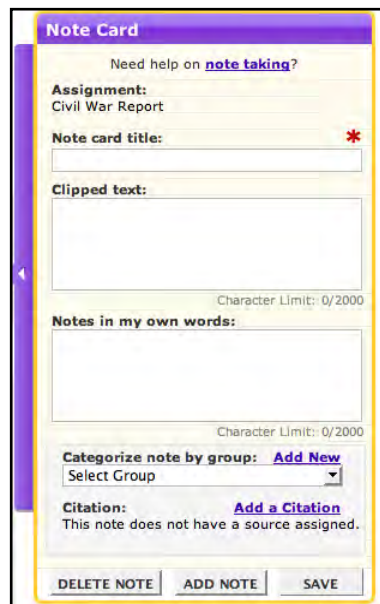


## Expert Space Tools



Expert Space also offers a variety of tools to help set goals, organize materials, manage time, and track progress.

### Notes Tool



The Notes tool creates, deletes, edits and organizes a project's or assignment's note cards. Click the **Notes** link, then click **Take a Note** from the pull-down menu to open a Note Card. Students may also access this tool from the xSpace toolbar.

The name of the currently active assignment appears at the top of the Note Card. Students fill in the fields of the Note Card as needed. The Title field (marked by an asterisk) is the only field required to save a Note Card. Students may copy and paste text from an article in the Clipped Text field or enter notes in their own words in the lower field. To categorize the Note Card into a group, select an existing group in the pull-down menu or

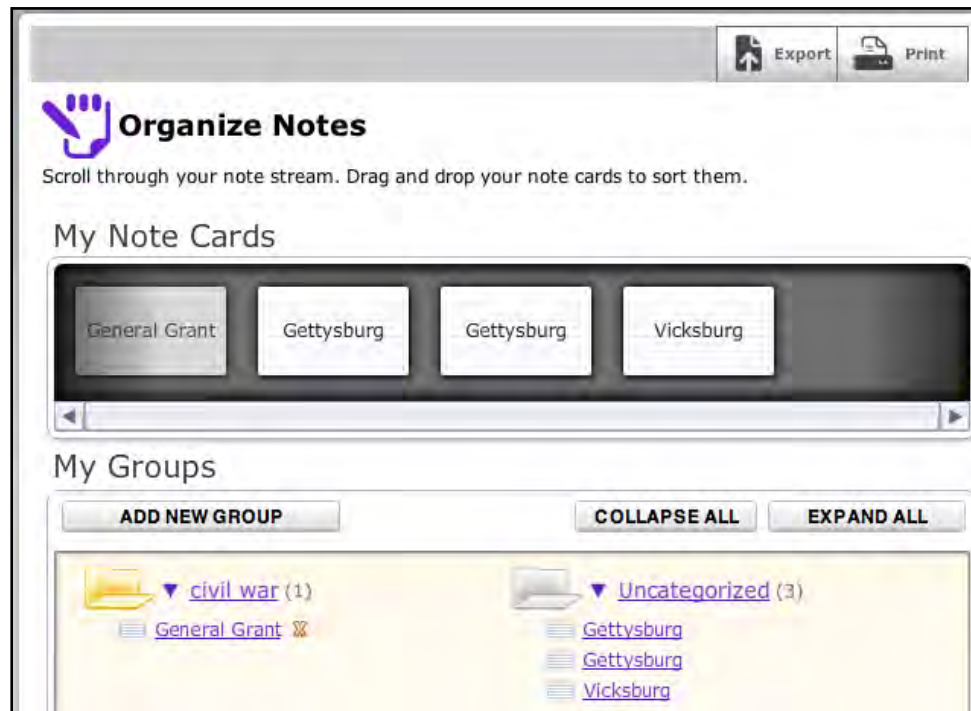
create a group by clicking **Add New**. To add a citation, click **Add A Citation** and the card "flips" to display the citation tool.

Students save Note Cards by clicking **Save** or **Add Note**. This saves the Note Card to the Digital Locker and enables its use in the Note Organizer. Clicking the arrow on the left of the Note Card opens the My Notes navigator, which shows all the notes created for the current project or assignment.

For further help taking notes, click the **Need Help on Note Taking?** link at the top of the Note Card to go to the Skill Builder page (page 33).



## Note Organizer



The Note Organizer tool organizes notes, allowing users to preview and edit note details and choose different methods for sorting notes into groups.

Open the Note Organizer from the pull-down menu under the **Notes** link on the Expert Space Tools box, or from the link at the bottom of the My Notes navigator panel. All created notes appear in the My Note Cards stream. The note stream is a horizontal scrollable list of every Note Card saved for the current project. Scroll forward and backward through the list by clicking the arrow buttons or by dragging the scroll bar to the left or right.

The Note Organizer shows folders related to the groups that have been created and an Uncategorized folder for Note Cards that have not been assigned to a group. Folders are listed alphabetically, left to right, top to bottom.

Note Cards that are not categorized may be grouped by dragging them from the viewer into the organizer. Note Cards assigned to a group still appear in the note stream but are grayed out. Once a Note Card is dragged to a group, a small red "x" appears to the right of the card. Clicking the "X" removes the card from the group and places it into the Uncategorized folder. Note Cards may also be dragged from one group to another within the Organizer itself.

Clicking the title of a Note Card in the organizer loads that card's information in the Note Card viewer at the right-hand side of the screen. The Note Card viewer provides all the functionality of the Note Card tool.

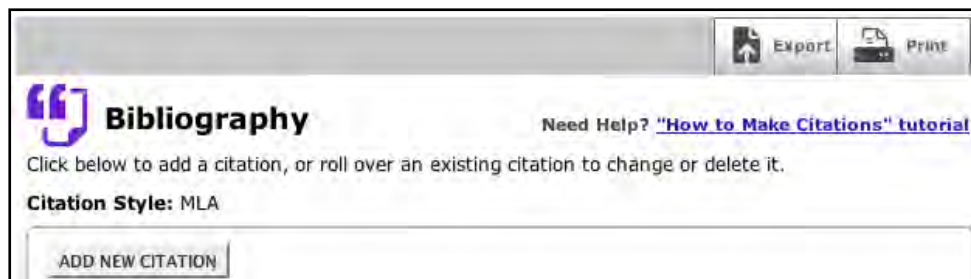
Changes saved to a note in the Note Card viewer are also updated in the Note Organizer. Any saved changes made to the note card in the Note Organizer will be reflected in the Note Card tool.

To add a new group, click the **Add New Group** button. A pop-up window appears. Type the name of the new group into the field on the window and click **Add**. The new group is now a folder in the Organizer. Group folders may also be deleted by clicking the red "X" at the left of each folder. These may only be deleted if there are no note cards associated with them.



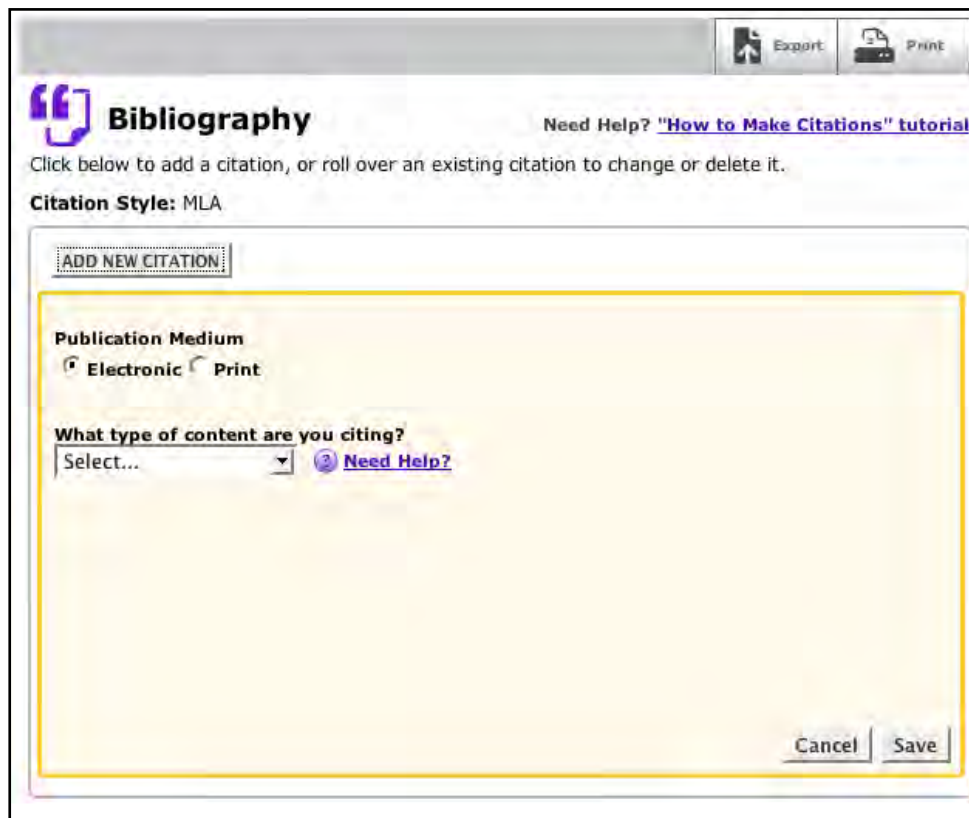
To print the Note Cards in the Organizer, click **Print**. To export all notes in a current project in either HTML or Word format, click **Export** at the top of the Organizer. Choose the desired format, then click **Export**.

## Bibliography



Click the **Bibliography** link in the Expert Space Tools box to open the Bibliography tool. The tool helps users build a bibliography for a project or assignment by enabling them to view and manage existing citations or to add new citations. The tool helps users create citations in MLA, APA, or Chicago style. MLA style is the default.

Adding a citation to a Note Card automatically adds the citation to the Bibliography. These citations may be edited with the Bibliography tool. Roll over a citation with the mouse, or highlight it, to reveal the Edit, Delete, and View Note Card options. Choose the desired option. A citation may have more than one Note Card associated with it. Choosing View Note Card when there is more than one Note Card displays a list of all Note Cards associated with the citation. Choose the desired Note Card from this list.



The screenshot shows the 'Bibliography' tool interface. At the top right are 'Export' and 'Print' buttons. Below the title 'Bibliography' is a link: 'Need Help? "How to Make Citations" tutorial'. A instruction line says: 'Click below to add a citation, or roll over an existing citation to change or delete it.' Below this, it says 'Citation Style: MLA'. A yellow-bordered box contains the 'ADD NEW CITATION' button. Inside this box, there are radio buttons for 'Electronic' (selected) and 'Print'. Below that is a dropdown menu labeled 'What type of content are you citing?' with 'Select...' as the current choice. A 'Need Help?' link is next to the dropdown. At the bottom right of the yellow box are 'Cancel' and 'Save' buttons.

To add a new citation, click **Add New Citation**. Choose whether or not the citation is Electronic (such as a website) or Print (such as a book, newspaper, or magazine). Select the type of content from the pull-down menu. The format for entering the information, depending on the type of media, and a citation example will appear on the right of the screen.

The bibliography may also be printed or exported at any time. To print the bibliography, click the **Print** button at the top of the Bibliography tool. This opens a print preview of the bibliography. Click **Print** to send it to the printer. To export the bibliography in either HTML or Word format, click the **Export** button at the top of the Bibliography tool, choose the format in the pop-up window, then click **Export**.

For further help with the Bibliography tool, click the **How To Make Citations** tutorial link at the top of the screen. This takes students to the Skill Builder page (page 33).

## Outline



The Outline tool in the Expert Space Tools box allows students to create an outline for their current project or assignment, either on their own or by using their existing Note Cards or note card groups to generate an initial outline structure. Use the tool to edit or add lines, indent or rearrange lines or groups of lines, and delete lines in the outline. The outline is saved with the current project. Students may make one outline per project or assignment.

To print the outline, click the **Print** button at the top of the Outline tool. To export the outline in either HTML or Word formats, click the **Export** button at the top of the Outline tool, choose the format in the pop-up window, then click **Export**.

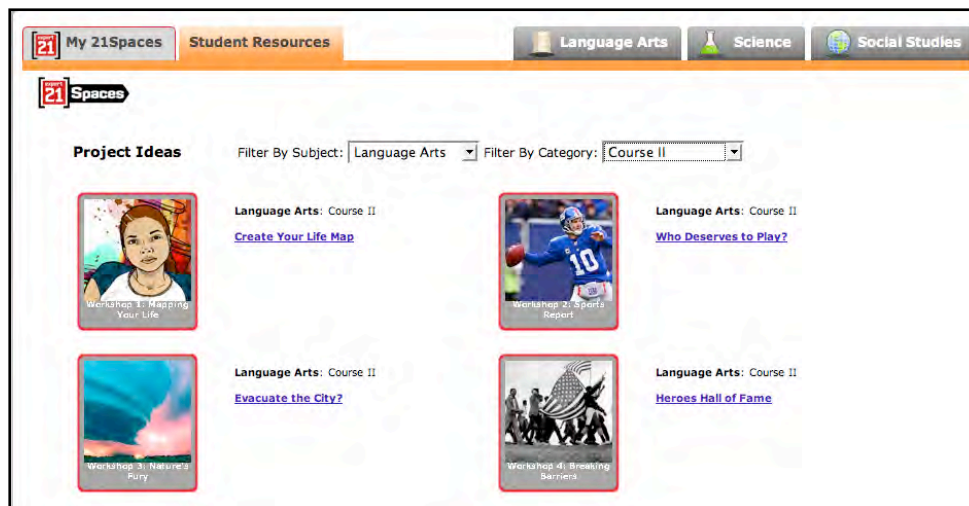
The outline allows a six-level hierarchy. The outline indicates its level and order by a standard hierarchical outline system using Roman numerals, letters, and numbers.

Hover the mouse over a line to make the **Delete** and **Edit** links appear. Click **Edit**, or double-click the line, to make changes to the text in that line. Click and drag individual lines in the outline to rearrange the lines. Dragging a line automatically drags all of its sub-lines with it. Drag a line to the right to indent it, or to the left to outdent it. This will move the line's sub-lines as well.

To save the outline to the Digital Locker, click **Save**. To revert back to the last saved outline, click **Cancel**, and the last saved outline is reloaded. Once the outline is saved, **Cancel** is unavailable until the next edit is made. If an outline is saved without any lines and the user navigates away from the tool, the Outline tool resets to the Create an Outline window.

For further help with the Outline tool, click the **How to Make A Good Outline** tutorial link at the top of the screen to access the Skill Builders (page 33).

## Project Ideas

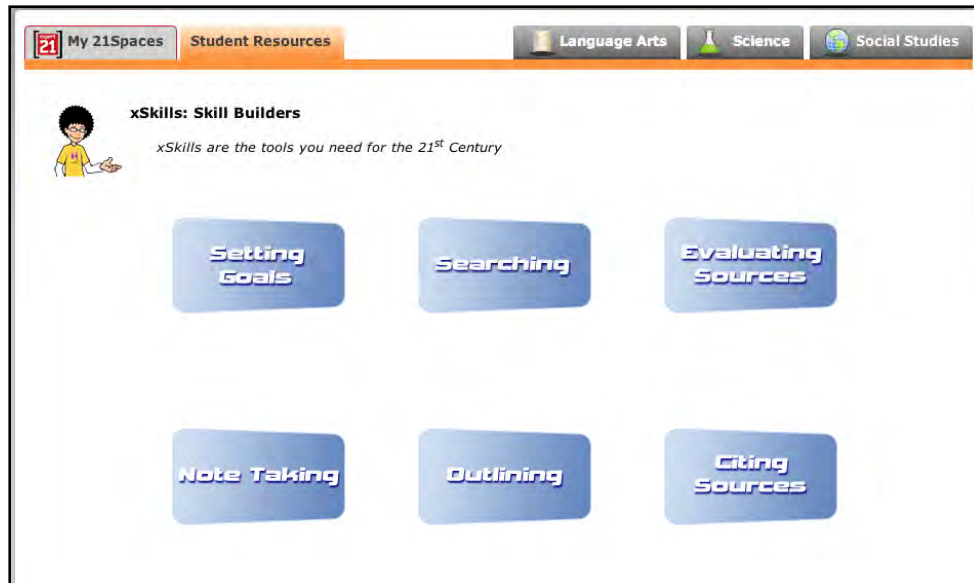


Click the **Project Ideas** link in the Expert Space Tools box to open a comprehensive list of all of the Project Ideas and Expert Projects in Expert Space. Users may browse all projects in Expert Space. Click a project name to access its content.

The Browse default view is customized to display the 21Space Expert Projects. Use the pull-down menus at the top of the screen to view projects by subject area or to view all projects.



## Skill Builders



Click the **Skill Builders** link in the Expert Space Tools box to see a list of all of the Skill Builders available in Expert Space.

Each Skill Builder focuses on a particular study skill, or xSkill as they are called in Expert Space. Launch these interactive tutorials by clicking the blue box on the Skill Builders screen. Each tutorial features an animated character named Hedrick, who acts as guide and mentor.

Each Skill Builder is approximately five minutes long and has three sections:



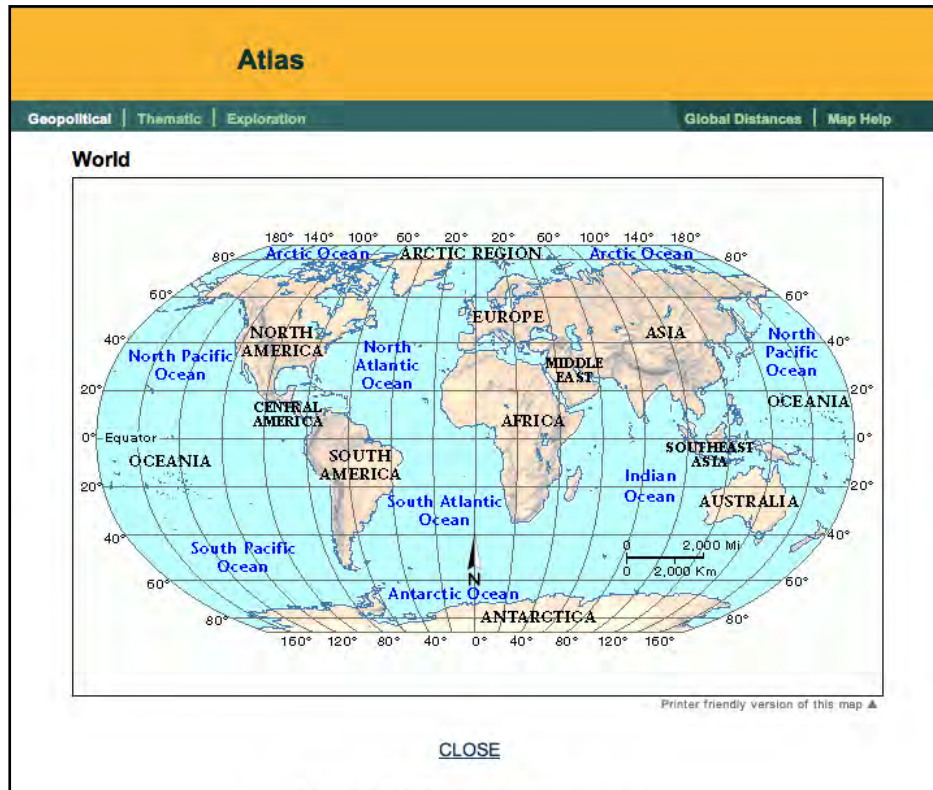
- **Start It!** introduces the topic. This section also introduces the steps to follow for learning the skill, then models the skill for users.
- **Try It!** allows users to try each of the steps for learning the skill.
- **Review It!** reviews the steps modeled in the Skill Builder.

After viewing the tutorial, students may move back and forth through the three sections by clicking the section name at the top of the screen. Students may also pause at any time by clicking the pause button and restart by clicking the button again.

## Dictionary and Atlas

To open Expert Space's online dictionaries, atlases, and thesauruses, click the **Dictionary/Atlas** link in the Expert Space Tools box, then choose the desired option from the pull-down menu.

## Atlas

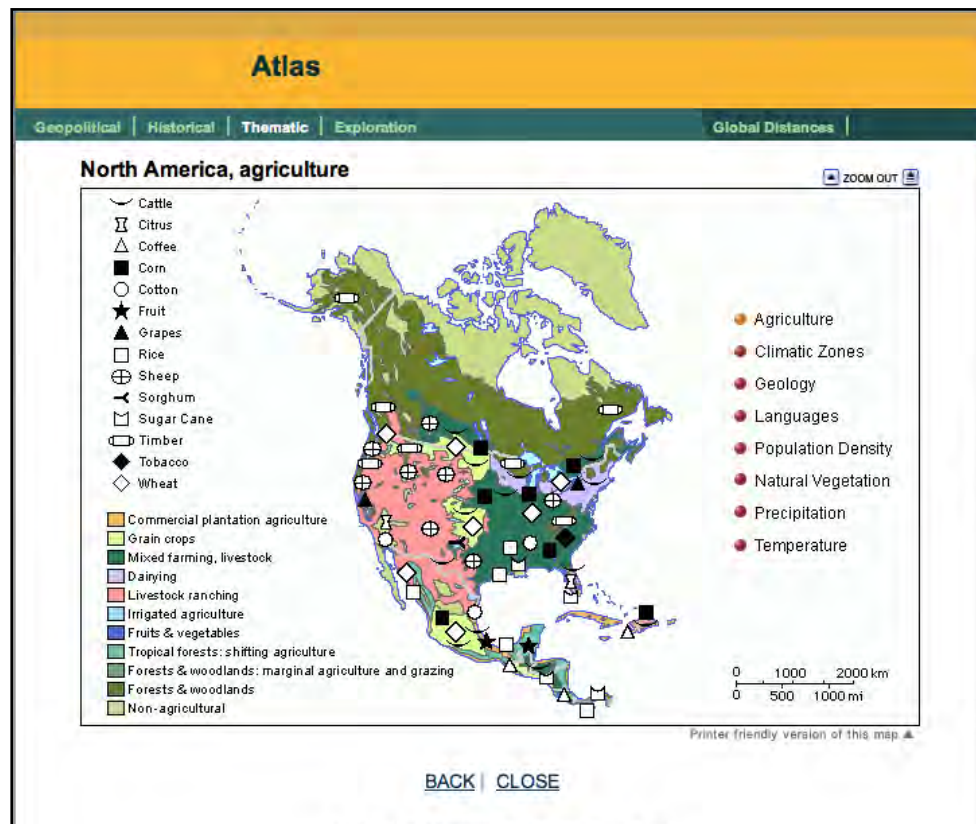


Clicking **Atlas** opens the Atlas window. The window displays a Geopolitical map of the world by default. There are also links to Historical, Thematic, and Exploration maps at the top of the Atlas window. The Atlas also includes a link to the Global Distances feature. Each Atlas window also has a **Back** and **Close** link, to go back one map or to close the Atlas, respectively.



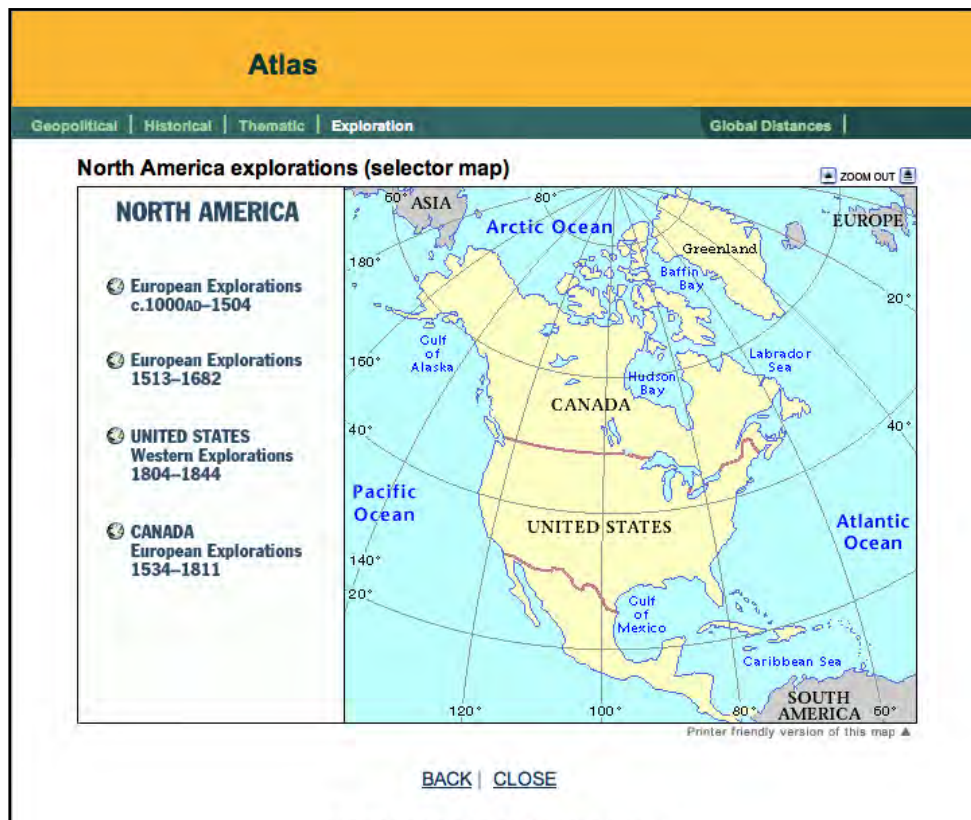
**Geopolitical Maps:** The Atlas includes geopolitical maps of the world, continents, countries, every state in the United States and Australia, every Canadian province, many regions, oceans, and major cities. Below each map to the right is a link that generates a printer-friendly version of the map. A Zoom Out feature takes users either back one level or back to the Atlas home page.

Each map contains "hot-spotted" labels that students may click to "zoom in" on a map of the labeled area.



**Thematic Maps:** Clicking the **Thematic** link opens maps sorted by themes such as agriculture, climate, or languages.





**Exploration Maps:** Clicking the **Exploration** link from the Atlas home page opens a map of the world showing the routes of explorers. These maps also have “hot-spotted” labels, which zoom in to show the routes in a particular area. Users may also click the routes to see only those by a particular explorer or at a particular time or place.

### Atlas

[Atlas Home](#)[Global Distances](#)

Select a city from each of the lists below to find the distance between them (as the crow flies).

Miles = 3185.5  
Kilometers = 5128.7

Dortmund, Germany

Douala, Cameroon

Dover, Delaware

Dover, England (UK)

Doylestown, Pennsylvania

Dresden, Germany

Dubai, United Arab Emirates

Dublin, Ireland

Dubrovnik, Croatia

Dubuque, Iowa

Duisburg, Germany

Duluth, Minnesota

New Harmony, Indiana

New Haven, Connecticut

New London, Connecticut

New Orleans, Louisiana

New Rochelle, New York

New York City, New York

Newark, Delaware

Newark, New Jersey

Newburgh, New York

Newcastle, New South Wales (Australia)

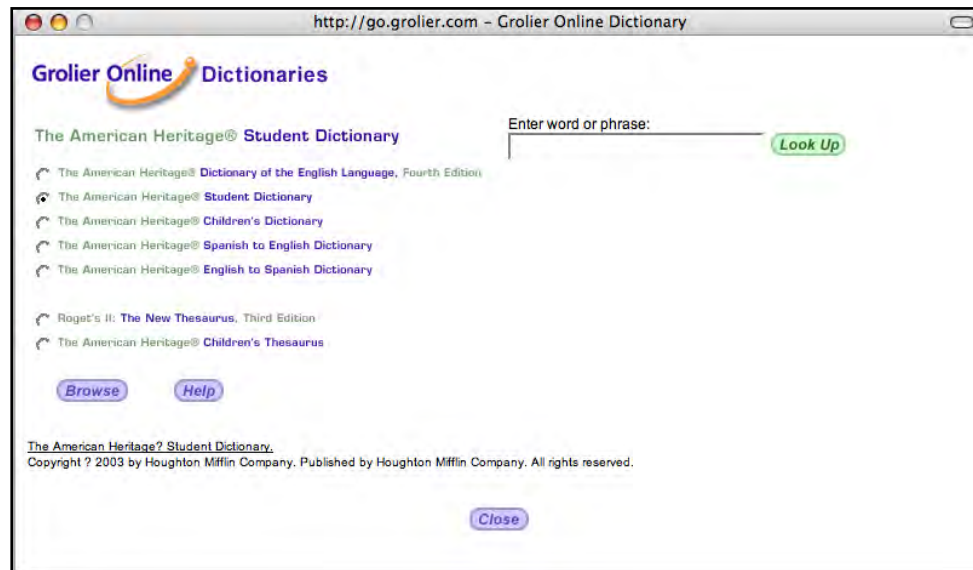
Newcastle upon Tyne, England (UK)

Newport, Rhode Island

[BACK](#) | [CLOSE](#)

Clicking **Global Distances** gives users the ability to select two destination cities to see the distance between them either in miles or kilometers.

## Dictionaries



Clicking **Dictionary** opens the Dictionary and Thesaurus window. The window displays a list of the following dictionaries and thesauruses:

- *The American Heritage® Dictionary of the English Language, 4th Edition*
- *The American Heritage® Student Dictionary (Grades 5–9)*
- *The American Heritage® Children's Dictionary (Grades 2–4)*
- *The American Heritage® Spanish to English Dictionary*
- *The American Heritage® English to Spanish Dictionary*
- *Roget's II: The New Thesaurus, Third Edition*
- *The American Heritage® Children's Thesaurus*



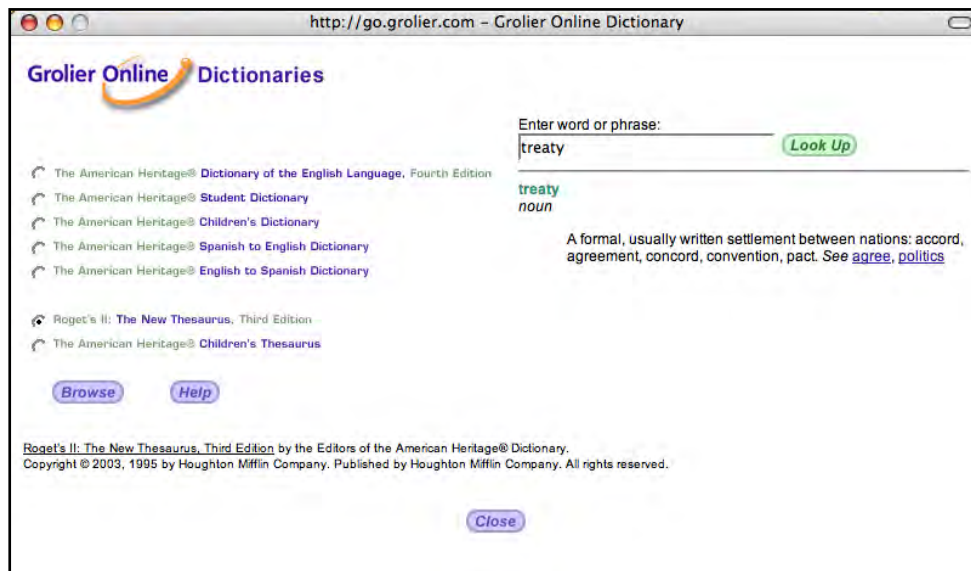
There are two ways to look up a term in any of the dictionaries:

1. Type the word in the dialog box and click **Look Up** to display its definition.
2. Double-click a word in Expert Space, then click the Dictionaries icon. The Dictionary window opens with the chosen word already appearing in the dialog box and its definition displayed below it.

For words with no exact dictionary match, or for misspelled words, a list of suggested alternatives appears.

*The American Heritage® Dictionary of the English Language, Fourth Edition, The American Heritage® Spanish to English Dictionary, and The American Heritage® English to Spanish Dictionary* include audio pronunciations for all words contained in the dictionaries in both the Look Up and Browse modes. After locating a word and its definition, click the speaker icon appearing next to the word to hear the pronunciation.

To look for synonyms and antonyms, select a thesaurus from the list and enter a word in the dialog box. If the term has a match, a list of related terms appears. If the term does not have a match in the thesaurus, a list of suggested (dictionary) alternatives appears.

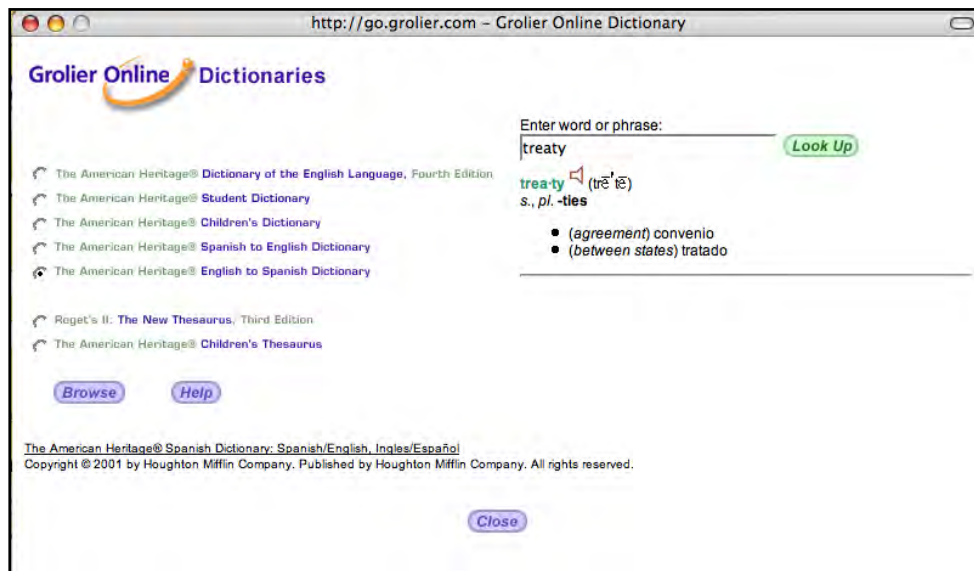


*Roget's II* also displays a definition of the word and related terms that link to additional information.



*The American Heritage® Children's Thesaurus* shows a list of related terms along with an indicator of the "Best Choices" and an example of each choice used in a sentence.





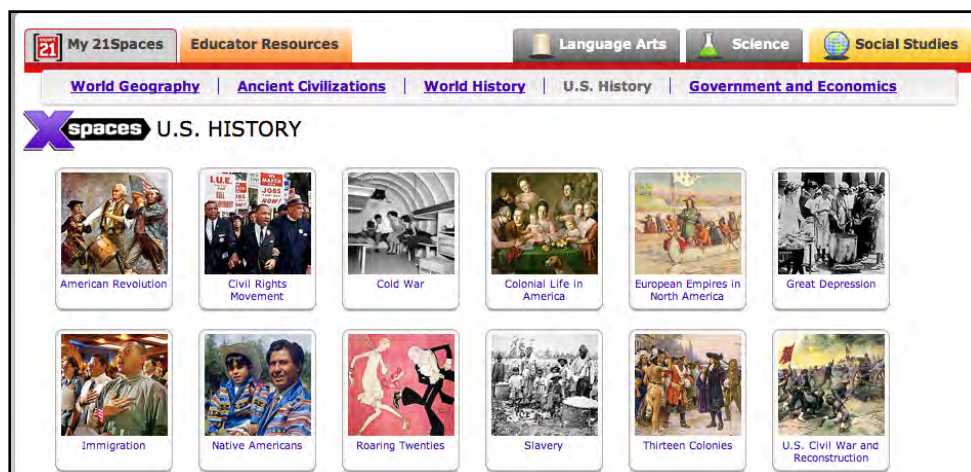
The *American Heritage® Spanish to English Dictionary* and *American Heritage® English to Spanish Dictionary* may be used to look up translations of English or Spanish terms. After selecting the dictionary from the list, type a word or term into the dialog box and click **Look Up** to see its translation(s). If the term has no exact match, a list of suggested alternatives appears.

## Educator Resources



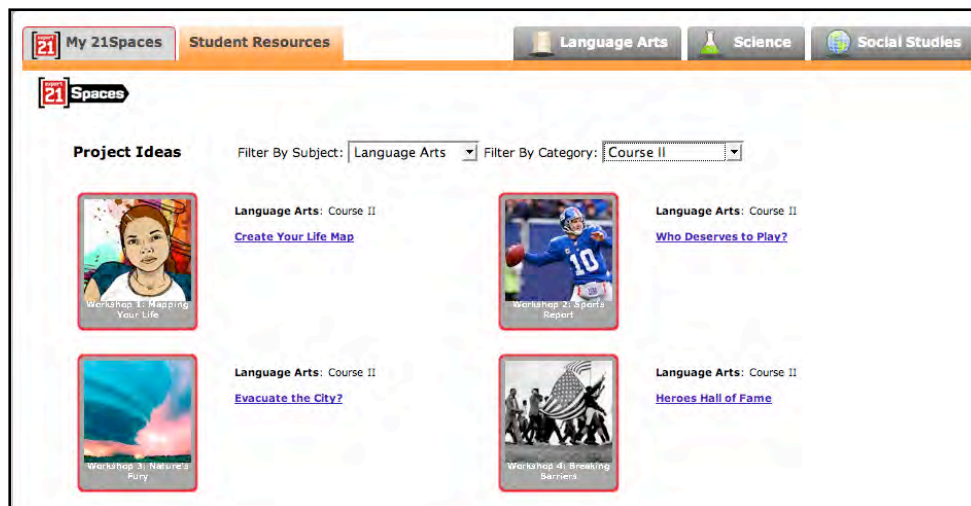
For educators, creating an Educator Profile enables access to the Expert Space library of Educator Resources. Click the Educator Resources tab on the Expert Space home page to view these resources.

## xSpace Lesson Plans



Every xSpace has a related lesson plan that teachers and educators may browse either directly from the xSpace, or from the Educator Resources tab. Use the pull-down menus to select xSpace content areas. These plans' standards are aligned and include learning objectives; lists of academic and content vocabulary; whole-class activities to introduce the topic; small-group activities to build interest; and links to project ideas and suggestions for assigning projects, preparing students, assessing results, and sharing research. Click **PDF** to export the lesson plan to a PDF document, and click **Correlations** to bring up a list of state standards (*page 47*) that correlate to the lesson. Click **Email** to email the lesson plan and **Print** to print it.

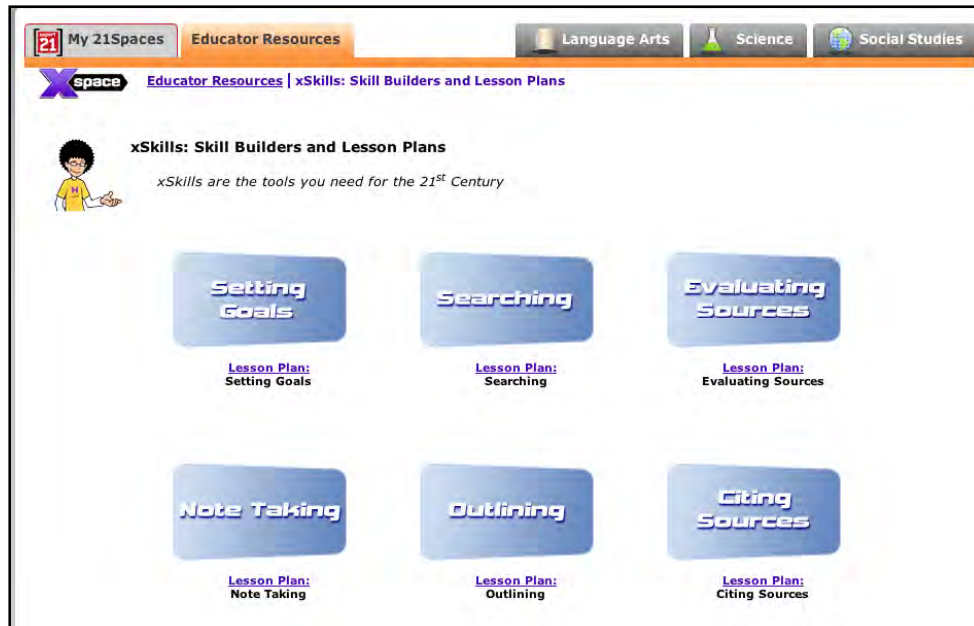
## xSpace Project Ideas



Click the **Project Ideas** link in the Expert Space Tools box to open a comprehensive list of all of the Project Ideas and Expert Projects in Expert Space. Users may browse all projects in Expert Space. Click a project name to access its content.

The Browse default view is customized to display the 21Space Expert Projects. Use the pull-down menus at the top of the screen to view projects by subject area or to view all projects.

## Skill Builders and Lesson Plans



**My 21Spaces** **Educator Resources** **Language Arts** **Science** **Social Studies**

**xspace** **Educator Resources** | **xSkills: Skill Builders and Lesson Plans**

**xSkills: Skill Builders and Lesson Plans**  
*xSkills are the tools you need for the 21<sup>st</sup> Century*

**Setting Goals**  
[Lesson Plan: Setting Goals](#)

**Searching**  
[Lesson Plan: Searching](#)

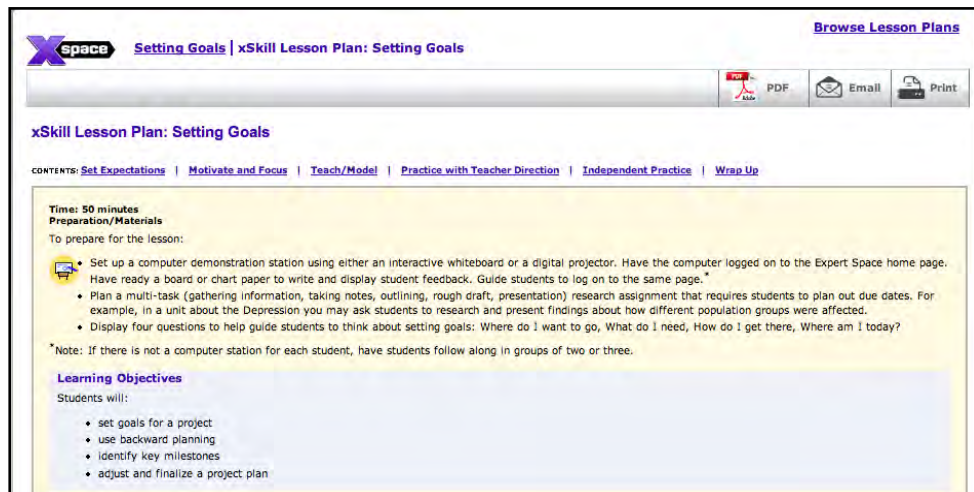
**Evaluating Sources**  
[Lesson Plan: Evaluating Sources](#)

**Note Taking**  
[Lesson Plan: Note Taking](#)

**Outlining**  
[Lesson Plan: Outlining](#)

**Citing Sources**  
[Lesson Plan: Citing Sources](#)

Every Skill Builder is accompanied by a lesson plan containing best practice activities for teaching the skills.



**xspace** **Setting Goals** | **xSkill Lesson Plan: Setting Goals** [Browse Lesson Plans](#)

**xSkill Lesson Plan: Setting Goals**

**CONTENTS:** [Set Expectations](#) | [Motivate and Focus](#) | [Teach/Model](#) | [Practice with Teacher Direction](#) | [Independent Practice](#) | [Wrap Up](#)

**Time:** 50 minutes  
**Preparation/Materials**  
 To prepare for the lesson:

- Set up a computer demonstration station using either an interactive whiteboard or a digital projector. Have the computer logged on to the Expert Space home page. Have ready a board or chart paper to write and display student feedback. Guide students to log on to the same page.\*
- Plan a multi-task (gathering information, taking notes, outlining, rough draft, presentation) research assignment that requires students to plan out due dates. For example, in a unit about the Depression you may ask students to research and present findings about how different population groups were affected.
- Display four questions to help guide students to think about setting goals: Where do I want to go, What do I need, How do I get there, Where am I today?

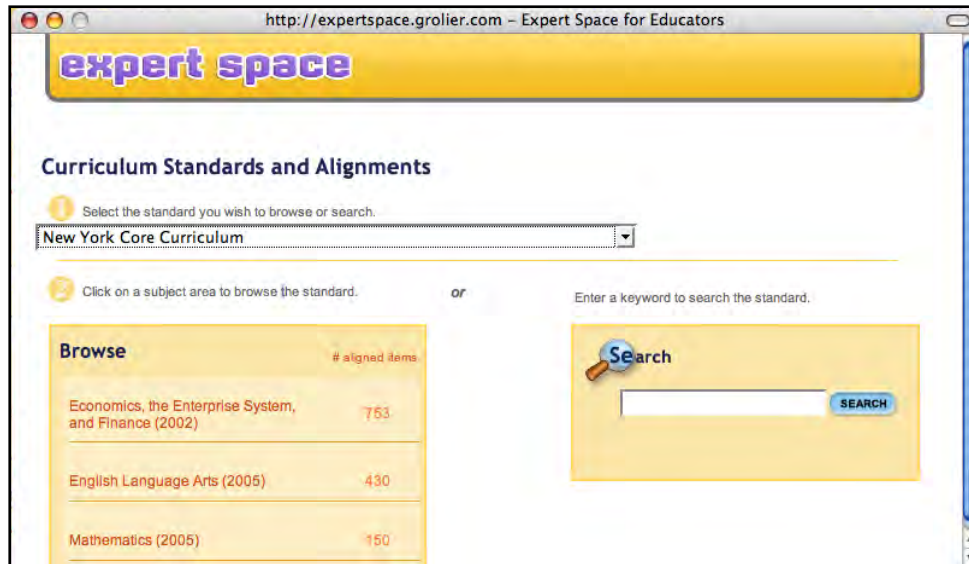
\*Note: If there is not a computer station for each student, have students follow along in groups of two or three.

**Learning Objectives**  
 Students will:

- set goals for a project
- use backward planning
- identify key milestones
- adjust and finalize a project plan

Click the **Lesson Plan** link to see a lesson plan built around teaching the skill.

## Search Curriculum Standards



The screenshot shows a web browser window with the URL <http://expertspace.grolier.com> and the title "Expert Space for Educators". The page features the "expert space" logo and a section titled "Curriculum Standards and Alignments".

Step 1: Select the standard you wish to browse or search. A dropdown menu shows "New York Core Curriculum".

Step 2: Click on a subject area to browse the standard. *or* Enter a keyword to search the standard.

**Browse** # aligned items

Economics, the Enterprise System, and Finance (2002)	753
English Language Arts (2005)	430
Mathematics (2005)	150

**Search**


Enter a keyword to search the standard.

Click **Search Curriculum Standards** from the Educator Resources screen, and a search window opens. Here educators may find Expert Space articles aligned to state standards. Select the state to browse or search. (The default is the state entered at registration.) Click a subject area to browse standards by grade, or enter a keyword to search.

The Correlations button also appears on an article's toolbar when there are standards alignments for that article. Clicking the button opens a Standards Window which includes the alignment for the article to the user's state standards, with additional access to see standards from other states, and the ability to search across standards.



## Search by Lexile®



The screenshot shows a web browser window titled "Advanced Search". At the top right, there is a link "Need Help? [Advanced Searching](#)". Below this, a prompt says "Refine the document result set by specifying any of the following:". There are two radio buttons: "Full Text" (selected) and "Titles Only". Under "Full Text", there is a "Filter by..." section with three options: "all of these words (AND)" with a text input field, "Optional: within 10 words" (with a dropdown set to 10), "same sentence", and "same paragraph". Below these are three more options: "any of these words (OR)", "none of these words (NOT)", and "this exact phrase", each with a text input field. Further down is a "Lexile number [Lexile key] from: to:" section with two text input fields. Below this is an "OR" section. At the bottom, there is a "Reading Level:" section with four radio buttons labeled 1, 2, 3, and 4. At the very bottom are two buttons: "RESET" and "SEARCH".

Click **Search by Lexile Level** on the Educator Resources screen to open this screen. This feature allows educators to search articles in Expert Space by Lexile measure and reading level. It is also accessible through Advanced Search.

Enter the search terms, choose the desired reading level, and click **Search**. To change the search terms, click **Reset**.

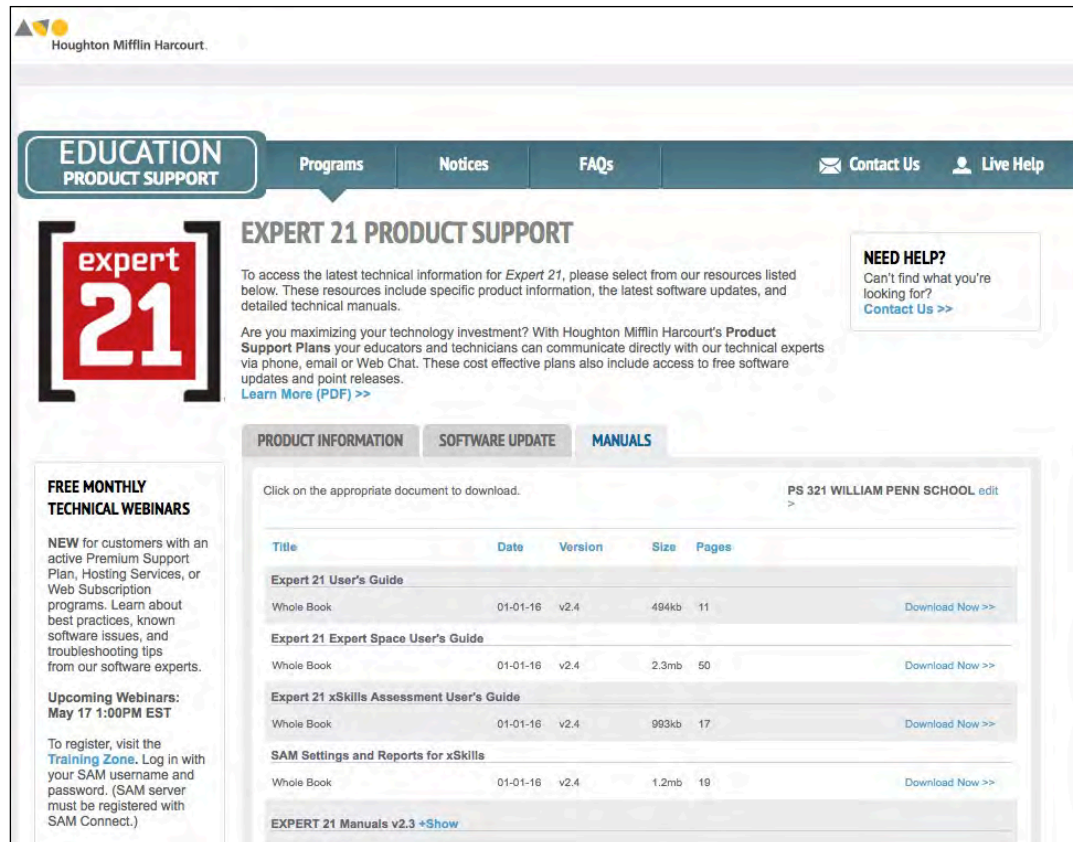
All English language articles in Expert Space are assigned a Lexile based on the Lexile® Framework for Reading. The Framework determines text difficulty based on word choice and sentence length. Articles are then assigned to one of four reading levels in Expert Space: those with Lexile measures of under 800 are in Level 1; articles that Lexile between 801 to 1000 are in Level 2; articles that Lexile between 1001 and 1200 are in Level 3; and those over 1200 are in Level 4. (For more information on Lexile measures, visit [Lexile.com](http://Lexile.com).)

This chart shows the average readability of materials used in each grade level. Ranges overlap between grades; this is typical of student reading levels and materials in each grade.

Grade	Lexile® Measures
1	200 to 400
2	300 to 500
3	500 to 700
4	650 to 850
5	750 to 950
6	850 to 1050
7	950 to 1075
8	1000 to 1100
9	1050 to 1150
10	1100 to 1200
11 and 12	1100 to 1300

## Technical Support

For questions or other support needs, visit the [Expert 21 Product Support](http://Expert 21 Product Support website at: hmhco.com/expert21/productsupport) website at: [hmhco.com/expert21/productsupport](http://hmhco.com/expert21/productsupport).



The screenshot shows the Expert 21 Product Support website. The header includes the Houghton Mifflin Harcourt logo and navigation links: Programs, Notices, FAQs, Contact Us, and Live Help. The main content area features the Expert 21 logo and a section titled "EXPERT 21 PRODUCT SUPPORT". Below this, there is a "NEED HELP?" section with a "Contact Us >>" link. The main content area is divided into three tabs: PRODUCT INFORMATION, SOFTWARE UPDATE, and MANUALS. The MANUALS tab is active, displaying a table of documents for download. The table has columns for Title, Date, Version, Size, and Pages. The documents listed are:

Title	Date	Version	Size	Pages
<b>Expert 21 User's Guide</b>				
Whole Book	01-01-16	v2.4	494kb	11
<b>Expert 21 Expert Space User's Guide</b>				
Whole Book	01-01-16	v2.4	2.3mb	50
<b>Expert 21 xSkills Assessment User's Guide</b>				
Whole Book	01-01-16	v2.4	993kb	17
<b>SAM Settings and Reports for xSkills</b>				
Whole Book	01-01-16	v2.4	1.2mb	19

Each row has a "Download Now >>" link. At the bottom of the table, there is a link for "EXPERT 21 Manuals v2.3 \*Show".

At the site, users will find program documentation, manuals, and guides, as well as Frequently Asked Questions and live chat support.

For specific questions regarding the SAM, contact customer service to speak to a representative at: 1-800-283-5974.

For specific questions about using SAM and SAM Suite programs, click **Help** in the Quick Links section along the top of any screen in SAM.