

GETTING STARTED GUIDE

It's easy to get started using The Juice! Follow the steps below to get your classes added and students rostered so you can start maximizing all The Juice has to offer in your classroom.

LOGGING IN

Log in to The Juice using the email and password you created when you set up your account. If you need to change your password at anytime, you can navigate to the grey avatar in the upper right hand corner of the screen when you login, select 'Manage Account' and reset your password.

The screenshot shows a 'Sign In' form with the following elements: a yellow circular logo with a 'J' above the text 'Sign In'; a text input field for 'Email Address or Username *' with a placeholder 'Please enter username'; a text input field for 'Password *' with a placeholder 'Please enter password' and a toggle for visibility; a checked 'Remember me' checkbox and a 'Forgot password?' link; a blue 'SIGN IN' button; and footer text: 'Sign in with your School's LMS Credentials', 'Need help? Contact us here', and 'Copyright ©The Juice 2023'.

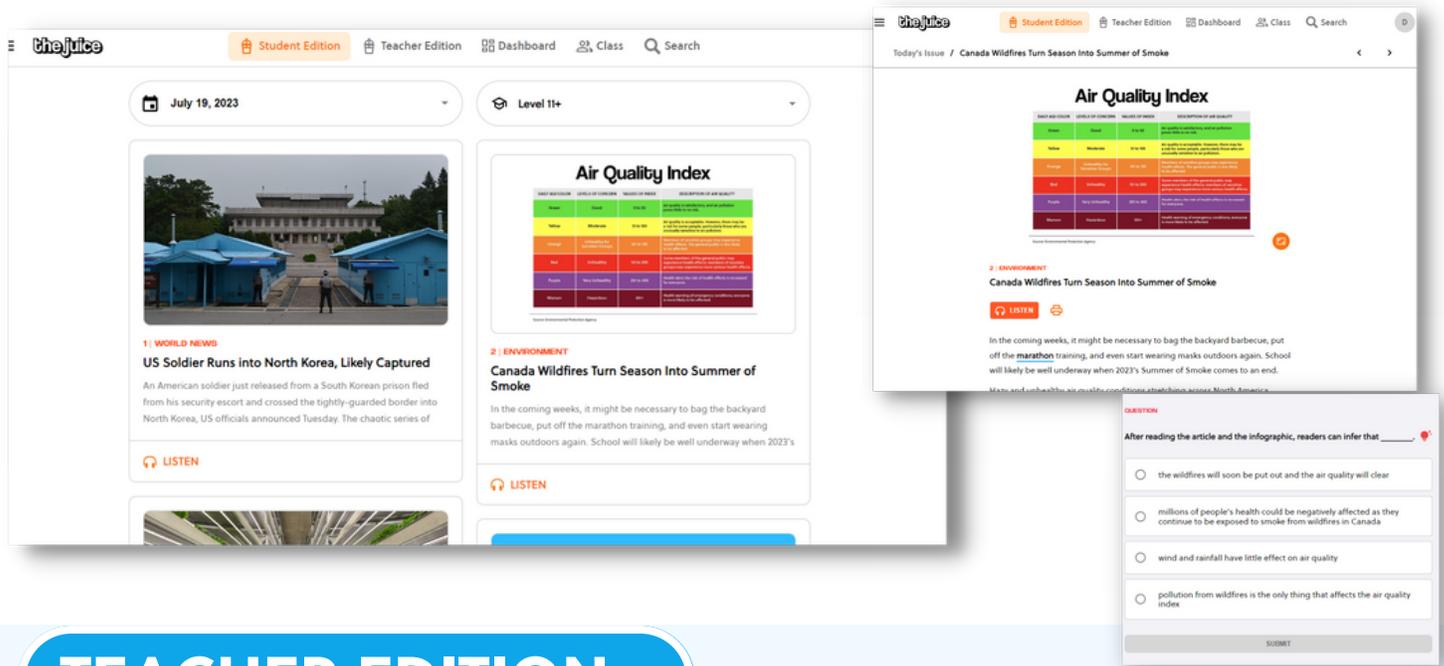
NAVIGATING THE JUICE

Use both the primary navigation menu at the top of your screen or the hamburger menu to navigate between the different pages. You will also find a list of helpful resources including FAQs, teacher materials, lesson guides and graphic organizers under the "Resources" tab.

The screenshot displays the dashboard interface with a left-hand navigation menu and a main content area. The navigation menu includes: 'the juice' logo, 'Student Edition', 'Teacher Edition', 'Dashboard' (highlighted), 'Class', 'Search', 'Demo Teacher', 'Resources', 'Support', and 'Sign Out'. The main content area features a top navigation bar with 'Student Edition', 'Teacher Edition', 'Dashboard', 'Class', and 'Search'. Below this, there are sections for 'ANALYTICS' and 'ANNOUNCEMENTS'. A central widget shows 'Today July 5, 2023' and 'All Categories'. To the right, there are four circular progress indicators with values: 5/6, 7/8, 9/10, and 11/+. Below these, a bar chart titled 'Average Scores' shows a score of 66% on a scale from 0% to 100%.

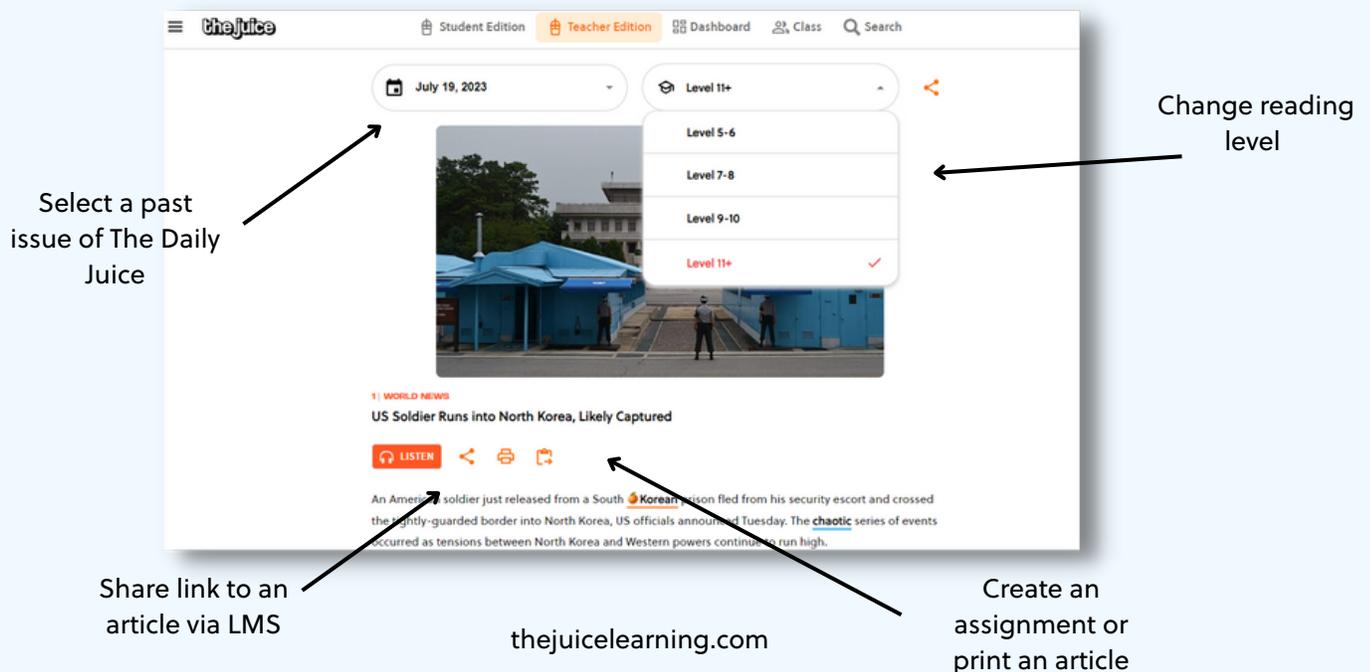
STUDENT EDITION

View articles from The Daily Juice by clicking on the "Student Edition" tab. Filter by date and grade level. You can also view the built-in supports and assessment questions in each article by clicking on an article to view.



TEACHER EDITION

View the Daily Juice articles and answers to assessment questions by clicking on the "Teacher Edition" tab. You can also print specific articles or create assignments in the Teacher Edition.

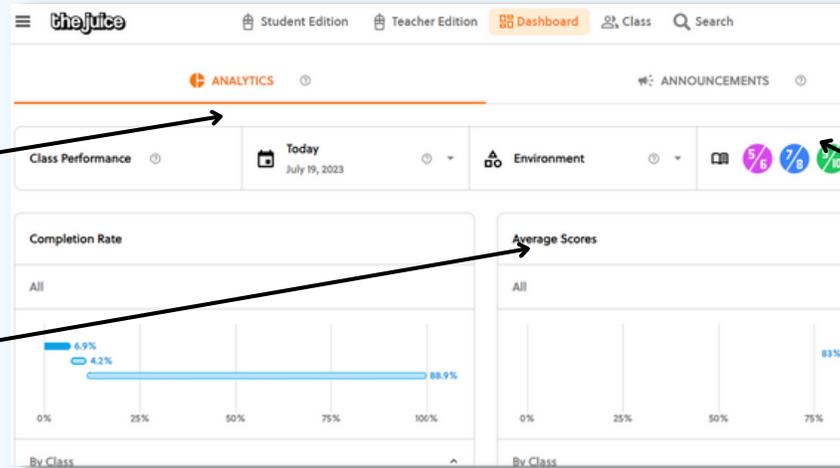


DASHBOARD

View analytics by class on the "Dashboard" tab.

View performance by class and filter by date

Filter class data by category

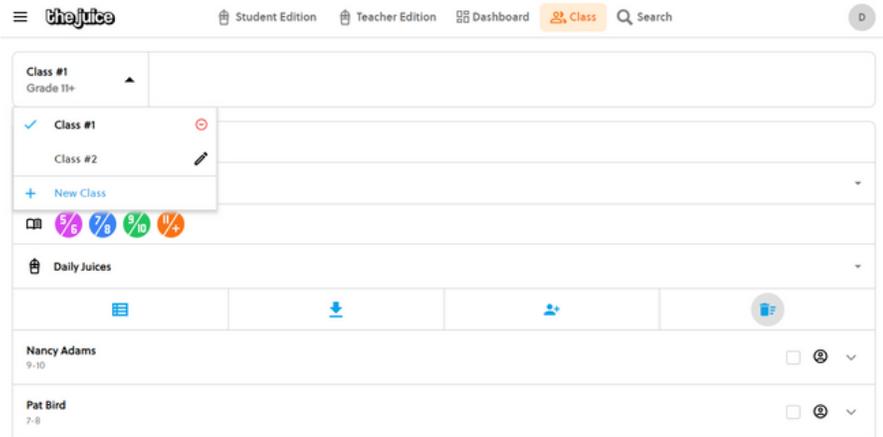


Post class announcements or photos to communicate with students.

ADDING ADDITIONAL CLASSES

Below are the steps to add additional classes to your account.

1. To add more classes to your teacher account, go to the Class page.
2. You will see a blue "+ New Class" line in the dialog box.
3. To add a new class, click on "+ New Class."
4. Enter your new class name, choose a reading level and click on "Create Class" at the bottom.
5. You can then switch between your classes by clicking on the class name and clicking on the desired class.



New Class ✕

Class Name *

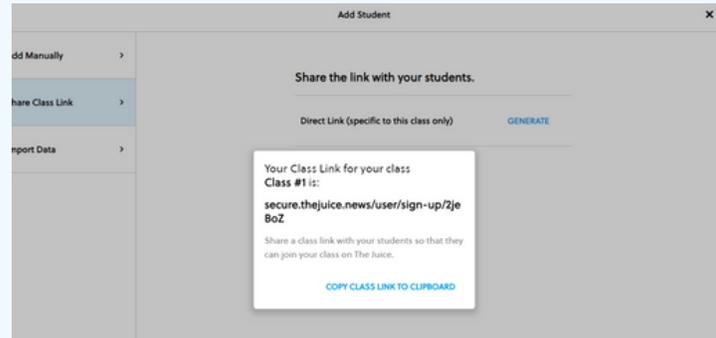
Character Limit: 25 0/25

Default Reading Level *

CREATE CLASS

ROSTERING STUDENTS

1. On the class tab you can select the blue icon to 'Add Students'
2. On the next screen, click the generate direct link code button
3. Share your classes direct link code with students - see student account setup section below for more information
4. Students navigate to the direct link URL and set up their account in your class



Still have questions? Watch this [short video tutorial](#) on rostering students.

CLASS

After you roster your students, they will appear in the Class tab and you can begin to monitor completion and performance.

Toggle between Daily Juices and Assignments

Change time period

Download Data

Name	Lifetime Achievements	July 17, 2023	July 18, 2023	July 19, 2023
Nancy Adams	242 / 163	-	-	-
Dale Cooper	307 / 253	6	-	6
Ben Greenbaum	97 / 79	-	-	-
Elizabeth Hurley	631 / 454	6	6	6
	412 / 329	6	6	6

See total articles read and questions answered

See questions attempted on The Daily Juice or Assignments

Individual Student Data

Find individual student data and performance by clicking on a student's name in the class tab. A new view will open up and show their performance by Daily Juice articles and assignments. You can also manage their account information in this tab.

Filter by date

Switch between students in your class

Download data

View by performance by quiz or standard

SEARCH

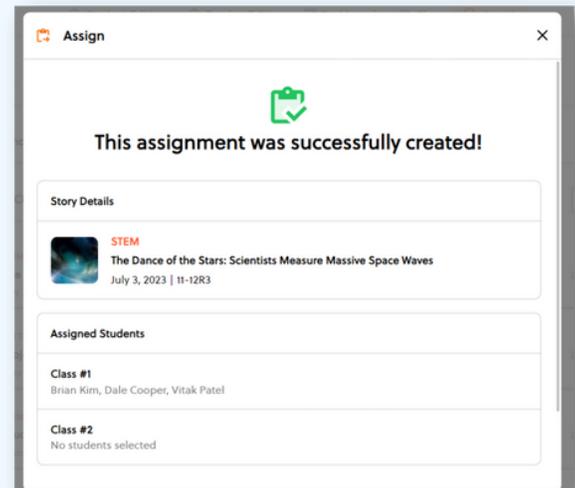
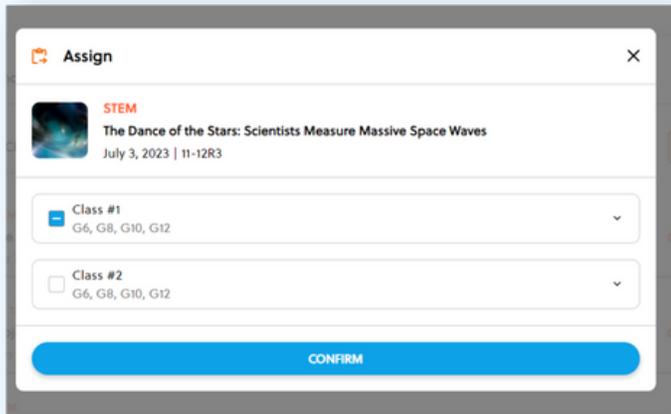
Search for content in The Juice database by entering a search term.

Sort by Articles, Infographics, Extra Juices & Videos

Find articles based on category or standard

Creating Assignments

Assign individual articles to students through the search or Daily Juice by selecting the assignment button. After you select the class, you can choose to assign the article to all students, a group of students or an individual student. You can view student performance on assignments in the "Class" tab.



STUDENT ACCOUNT SET UP

We have also created [a video to walk you through the student account setup process.](#) Here is the step-by-step set of instructions you can share with your class.

If a student is not able to log in to their account immediately, please wait for 10 minutes while our system updates. If after 10 minutes your student still cannot log in to their account, please reach out to support and we will help you. This slight wait time will ensure that duplicate student accounts are not created.

Student Passwords

We want to stress the importance of helping students pick a password that is something they will be able to remember. Students do not need an email address to sign up for The Juice, but please have them sign up with it if they do have one. This way, students will be able to recover their usernames and passwords much easier.

HOW TO RESET STUDENT PASSWORDS

Students with an email

Please direct students with emails to navigate to <https://secure.thejuice.news/user/sign-in> and click on the Forgot Password? link to reset their password. Students will receive an email with a link.

Students WITHOUT email

The student should contact their teacher. The teacher should log in, go to the class page and click on the student name. Then select account information and click on the circular icon on the password line. The teacher must notify this student since the student has no email. The Juice will not send any notification to the student.

STUDENT DAILY ACCESS

Logging In

Students can access The Daily Juice by signing in at <https://secure.thejuice.news/sign-in> with their username and password.

Via the Daily Email

For students who included their email address when signing up for your class, they will receive a Daily Juice email delivered to their inbox each morning. From this email, students can quickly access the student Daily Juice directly from the "Go to Today's Juice" button at the bottom of the email.

SYSTEM REQUIREMENTS

Web Filtering

Locations that use a web filtering device, service, or other domain blocking mechanism should allow access to the following domains secure.thejuice.news, and thejuice.news.

Email Allow List

Please have your school/ district IT manager safelist the following domain IP address to ensure that necessary daily product communications are successfully received by teachers and students:
@thejuice.news

ADDITIONAL SUPPORT

Visit our [FAQs](#) or watch our [product walkthrough](#) videos here. Still not finding the answer to your question? Do not hesitate to reach out via our [customer support form](#).