CREATE & DESIGN

ENGAGE THE CLASSROOM

ASSESS YOUR STUDENTS

nearpod
the mobile classroom

NEARPOD SET UP

1. Verify that you have WiFi internet access for all devices.

2. Installing the Nearpod app:

   - Download and install the Nearpod app on the instructors' iPad and on the students' devices from the App Store: http://ow.ly/boS7K

3. Launching a Nearpod presentation:

   A. Launch the Nearpod app on the instructor's iPad and log in with your Username and Password. You also have the option of logging in using your Google account credentials.

   - To use Nearpod in a language other than English, set up your iPad's language settings by going to Settings > General > International.

   - **If you do not have a Nearpod account, tap on the Sign up button and fill out the form. Remember, Nearpod has 3 Editions: Silver, Gold and School. After creating your account, go to nearpod.com/upgrade and choose the one that best fits your needs!**

   B. From within your library, tap on the presentation you wish to launch and then tap on 'Launch.'

   C. Provide an optional Description and Location for your presentation. This information will help you access session-specific reports later.

   D. Ask your students to launch the Nearpod app on their devices.

   E. Provide your students with the PIN (Presentation Identification Number) that corresponds to the presentation and have them type it into the student PIN entry field.

   - The PIN can be found on the top-left area of the teacher's Nearpod screen.

   F. You can also share presentations through a computer browser (Safari, Firefox, or Chrome), allowing others to follow along by going to hub.new.nearpod.com/j/**PIN** (replace **PIN** with the PIN of your launched presentation). I.E.: If the PIN of your presentation is FBBFG, type hub.new.nearpod.com/j/**FBBFG**

Congratulations, you now have a presentation in progress!

Using Nearpod: Teachers

1. Navigate and share content:

   - Advance to the next slide in sequence of your presentation by swiping left, or swipe right to go back to the previous slide.
   - Preview any slide from your presentation by tapping on any slide from the scrubber (film strip below) and tap on the Share button to send it to your students' devices.

2. Tap on the Student List icon on the top-left corner to display the attendance list and identify any students leaving the presentation. Students that have left your presentation will be highlighted in red.

3. To share results with your class:

   - After students have submitted their answers, share them with your class by tapping on the Share button on the top-right corner.

   - Share specific free-text answers or drawings by tapping on them and then tapping on Share.

4. Tap on the PIN icon on the top-left to share the PIN with colleagues, friends or anyone else through email.

5. Tapping on the Nearpod logo, located at the top-center of the screen, will display more options.

   - Tap on 'Share web' and type a URL to share a web page with students on the fly. This feature can be used at any time during your presentation.

   - Tap on 'Reports' and a pop-up will appear confirming your request to have an assessment report emailed to the email address you have on file. When you tap OK an assessment report will be sent to your email address.

   - Tap on 'My Library' to go back to your library and view your other published NPPs.

6. Tap on the top right plus button (+) and a series of options will display:

- If you're a Silver user, tap on 'Upgrade' and you will be able to upgrade to the Gold Edition right from the app.

- Tap on 'Recommend' to recommend Nearpod to a friend by email.

- Tap on 'Review' and you will be redirected to the App Store to rate our app and write a review.

- Tap on 'Log Out' to log out of Nearpod.

Creating Your Presentations

1. From a computer browser (Firefox, Chrome, or Safari), go to nearpod.com, log in, click on Create, and then click on New Presentation.

   - The Silver Edition includes 50MB of storage space and allows for presentations of up 20MB each.

   - The Gold Edition includes 1GB of storage space and allows for presentations of up to 40MB each.

   - The School Edition includes 3GB of storage space and allows for presentations of up to 60MB each.

2. Drag and drop a PDF into the Drag window or click on 'Browse my files' to browse one from your computer. You have the option to start from scratch, immediately upload a PDF, or browse for files on Dropbox.

3. Click on Add and select the feature you would like to add:

   A. When adding a Q&A, Quiz, or Poll, type your question into the question box, and then add all of the answer options. Indicate the correct answer (Note: Polls do not require indicating a correct answer) by clicking on the check mark to the right of the answer.

      - By default, questions are multiple-choice. To create an open-ended question or a multiple-choice question with more than one correct answer, adjust both the question and the answer settings.

- To add a reference image to a question, click on Question Settings, select 'Add a reference image,' and then drag or upload the image.

B. When adding a Draw-it, type directions into the directions text box, and then choose whether to have students draw on an empty canvas or on a background image.
   - To upload a background image, drag and drop an image into the drag window, click on the 'Browse my files' button to browse your computer for one, or click on the 'From Dropbox' button to browse for one from your Dropbox files. Images must be no more than 3MB in size.

C. When adding a video, make sure that it does not exceed 10 MB in size or 3 minutes in length.

   - Nearpod allows for almost any video format, but we strongly suggest using MP4.

D. Save the interactive feature and place it anywhere you'd like it to appear in your presentation by dragging and dropping it into place.

   - Remember, presentations cannot begin or end with an interactive feature. Make sure that the first and last slide are static, non-interactive slides.

E. You can add additional static slides (PDF, Image, or Zip) by dragging or uploading the files using the New Slide feature.

F. To send Nearpod Homework to your students, select a presentation by clicking on it and then click on the Homework icon. Nearpod Homework turns an NPP into self-paced mode and will allow your students to participate and complete assigned tasks at their own pace, from home. A report of their submissions will be emailed to you as they finish.

Get Reports from the Nearpod app

1. While logged in as a Teacher, tap on the Nearpod logo on the top-center and then on the bar graph icon that says 'Reports.'

2. A pop-up will appear confirming your request to have an assessment report emailed to the email address you have on file.

3. Click OK and check your email for a PDF of the report.

Get Reports from the Nearpod Website

1. Using Safari, Firefox, or Chrome, go to nearpod.com, log in and click on Assess. All of your NPPs will be listed.

2. Click on the drop-down arrow of any NPP to display all of the sessions.

   - You can search for NPPs using the search bar by name, session or description.

3. Click on any session to generate a report.

4. Once you see the report on the screen, click on Download to export the report as a PDF file. You can also click on Share to share it by email.

* Nearpod now comes with the **Student web app**! Students can participate in NPPs from **any computer** with a supported web browser (Firefox, Chrome, or Safari) :) (Only available in the School or Gold Editions and as a trial for the Silver Edition. Interested? Learn more)

To use this feature, you need to go to **nearpod.com** and look for **JOIN SESSION** on the top of the website. Enter the PIN of the presentation and then press Ok. Students will be able to participate in and interact with the presentation synchronously with the rest of the class.

Are you interested in Nearpod for Android? Contact us!

QUICK LINKS
Online Tools: nearpod.com
Support: community.nearpod.com
Liked our apps? Review Nearpod on the App Store!

NEARPOD SUPPORT SPECIALISTS
Feel free to tweet us at @NearpodHelp or leave a comment at community.nearpod.com to resolve any support issues or provide feedback.

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