# CONTENT
# TOOL

nearpod

the mobile classroom

# THE CONTENT TOOL AT A GLANCE

With the Content Tool you can create customized presentations that include features such as Polls, Q&As, Quizzes, Videos, Draw-its, Browse the Internet** and SlideShow**.

** Try these features in the Silver Edition. Permanently available in the Gold Edition and School Edition.

* Please keep in mind that a Silver Edition account includes 50MB of storage space and allows for presentations of up to 20MB each. The Gold Edition will let you store NPPs of up to 40MB each in 1GB of space per teacher and the School Edition will let you store NPPs of up to 60MB each in 3GB of space per teacher.

* If you want to create numerous presentations, have more storage space and more benefits go to nearpod.com/upgrade and get the Gold Edition!
For school benefits, there's the School Edition, designed to fit every institution's needs.

1. To **get started**, go to nearpod.com, log in and click on the Create button.

   - All of your presentations will be displayed. From here, you can view and edit your presentations or create a new one.
   - You can also change the language of the Content Tool to Spanish or Portuguese by clicking on the desired language on the website header.

2. To **edit** a presentation, select it and then click on the Edit icon. Published presentations cannot be edited.

   - To edit a published presentation, **clone** it first by selecting it and then clicking on the Clone icon.

3. To **view** a presentation, select it and then click on the View icon. You can also double-click on it.

4. To **delete** a presentation, select it and then click on the Delete icon.

5. To **share** a presentation, click on the Share icon (now available for Silver, Gold and School Edition).

6. To **create a new presentation**, click on the New Presentation icon.

- You have the option of starting from scratch, immediately uploading a PDF or browsing for files on Dropbox.
- Starting from scratch allows you to begin adding interactive features without first uploading a PDF.
- To upload a PDF, simply drag and drop it into the drag window, or click on the Browse my files or Dropbox button to browse for one from your computer or Dropbox account. All of the individual slides from your PDF will populate the screen. The presentation will automatically assume the same name as the PDF, but you can change the name as you prefer. You can also give the presentation an optional description. Remember to choose wisely the words for the name and description so they can be easily found when looking for a specific presentation on the Search Bar.
- Now you can create presentations from your iPad too. From the Nearpod Content Tool, you'll have access to your Dropbox account where you can find your files.

**You're now ready to add interactive features!**

7. To add an interactive feature, click on the Add icon and select your desired feature.

A. Click on the **New Slide** button to upload another PDF, image, multiple-image ZIP files or Dropbox file to your presentation.

B. To create an opinion-based **Poll**, simply type your question into the question text window and add answer options by clicking on Add Answer. You can add up to 8 answer options.

   - By default, questions are multiple-choice with only one answer allowed. You can change the format to allow for more than one correct answer or to an open-ended question by adjusting both the Question and Answer Settings.

   - To allow for more than one answer, click on the Question Settings icon and select "Students can select more than one answer."

   - To create an open-ended question, click on the Answer Settings icon and select "This answer option will be blank. Students will type in their answer."

   - To add a reference image to your question, click on the Question Settings icon and select "Add a reference image." Then drag and drop your image into the drag window, click on the Browse my files button to browse for one on your computer or click on the From Dropbox button to browse for one of your Dropbox files. **Images must be no more than 3MB in size.**

When done, click on Save.
You can arrange the order of the slides by dragging and dropping them wherever you want them to appear in your presentation.

C.  To create a **Q&A**, simply type your question into the question text window and add answer options by clicking on Add Answer. You can add up to 8 answer options. Indicate the correct answer by selecting the check mark to the right of the answer of your choice.

- By default, questions are multiple-choice with only one answer allowed. You can change the format to allow for more than one correct answer by adjusting the Question and Answer Settings.

- To allow for more than one correct answer, click on the Question Settings icon and select "There is more than one correct answer for this question."

- To add a reference image to your question, click on the Question Settings icon and select "Add a reference image." Then drag and drop your image into the drag window, click on the Browse your file button to browse for one on your computer or click on the From Dropbox button to browse for one of your Dropbox files. **Images must be no more than 3MB in size.**

When done, click on Save.
You can arrange the order of the slides by dragging and dropping them wherever you want them to appear in your presentation.

D.  **Quizzes** offer all of the same options as Q&As, with the addition of allowing for a string of questions. Begin by giving the quiz an optional title. To add questions, just click on Add Question.

E.  To add a **video** to your presentation, select the option from the list of features, and then drag and drop a video into the drag window or click on the Browse my files button to browse for one on your computer or click on the From Dropbox button to browse for one of your Dropbox files.

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

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

F.  By default, **Draw-its** appear as an empty canvas, but you can upload any image of your choice for your students to draw on. 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 of your Dropbox files. Images must be no more than 3MB in size. Make sure to type instructions into the text window.

G. To add a **SlideShow** to your presentation, select the option from the list of features and then drag and drop an image, or zip file into the drag window, click the Browse my files button to browse your computer for one or click on the From Dropbox button to browse for one of your Dropbox files.

- When adding an image file, make sure that it does not exceed 3MB in size.

- When adding a zip file, make sure that it does not exceed 10MB in size.

H. To add the **Browse the Internet** feature, select the option from the list of features and then enter the URL of the website you want to take your students to during your Nearpod lesson.

- If you did not set the Browse the Internet feature and you want to share a website with your students during a presentation, tap on the Nearpod logo and then on 'Share Web.' Enter the URL you would like to share with your class and then tap Go on the keyboard. After previewing the web-page you can push it by tapping on 'Share.'

- When you launch this feature, take into account that students will be able to navigate the website you entered and all the links within it. However, they will not be able to change the URL.

Add additional **slides** to your presentation by clicking on the Add icon and selecting New Slide.

**Please keep in mind that presentations cannot begin or end with an interactive feature. Make sure that the first slide and the very last slide are static, non-interactive slides.**

8. After adding interactive features and arranging your slides in your desired order, click on Done. Once you are done editing your presentation, **publish** it by selecting the presentation and clicking on the Publish icon.

9. 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.

\* **Enjoy the Nearpod Student web app**! Students can participate in NPPs from **any computer** with a web browser :) (Now for <u>Gold</u> and <u>School</u> Edition and as a trial for the Silver Edition. Interested? <u>Learn more</u>)

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? <u>Contact us!</u>

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NEARPOD SUPPORT SPECIALISTS
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