



SCHOOL EDITION



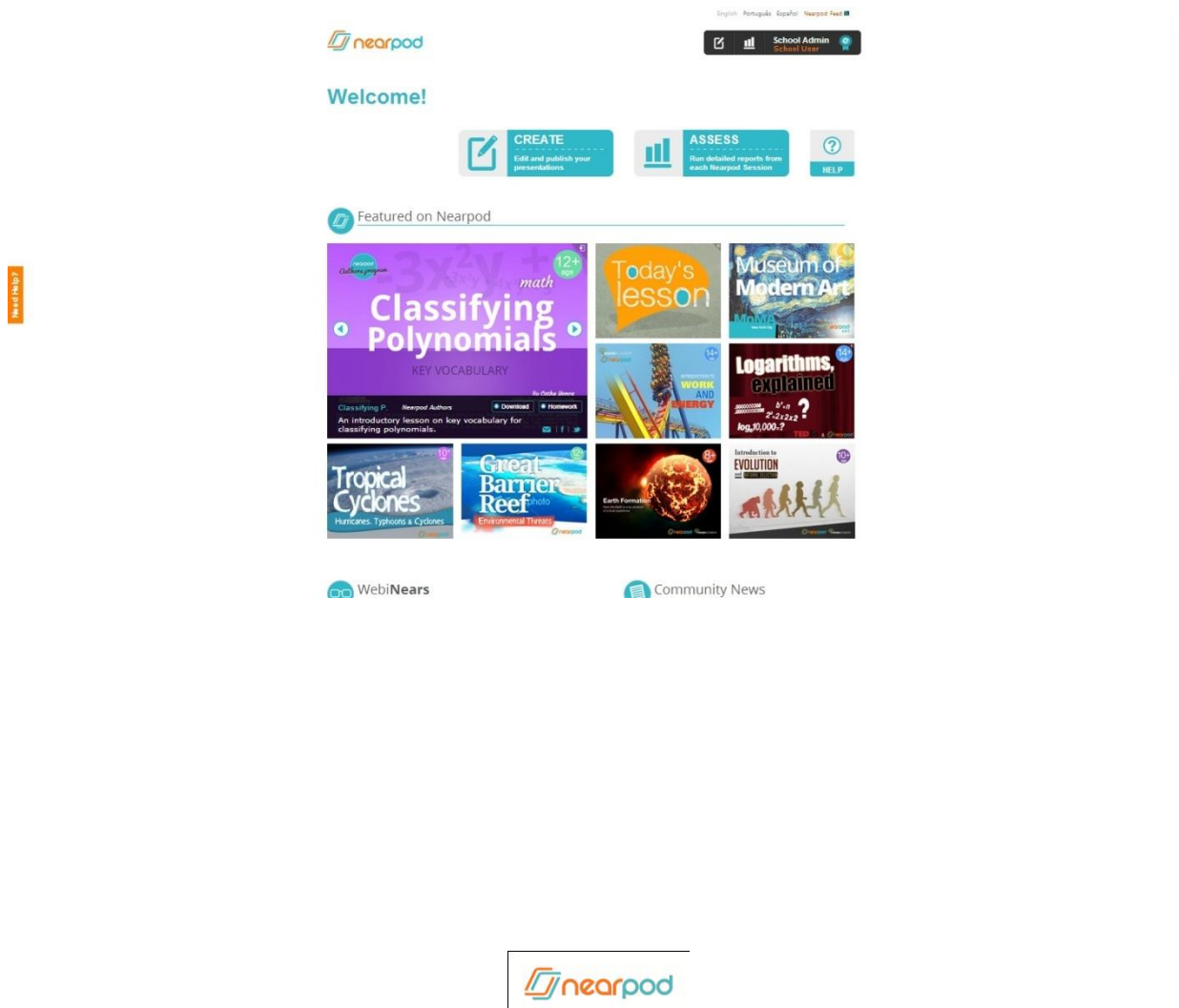
GUIDE

# NEARPOD SCHOOL EDITION GUIDE

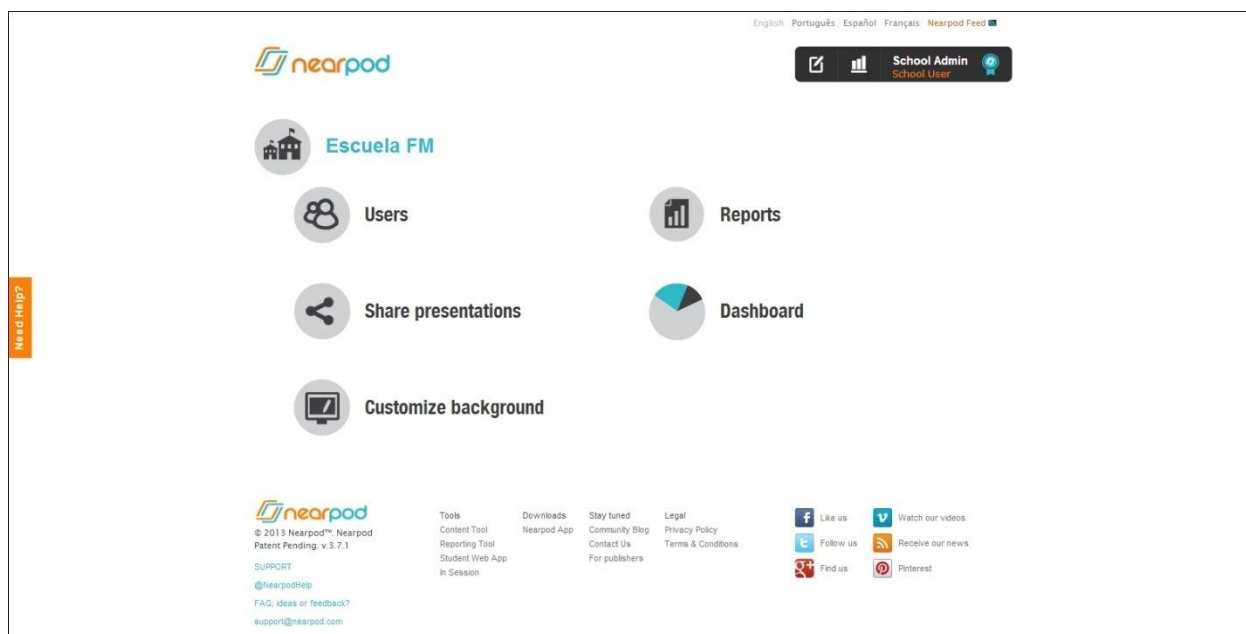
Thank you for joining the growing community of schools that are enjoying the enhanced features that The **Nearpod School Edition** has to offer. The Nearpod School Edition includes many **administrative features** that benefit institutions. These features include the ability to create and manage **new users**, **share presentations** among teachers, get enhanced reporting, as well as access **statistical data** on teacher usage and student performance. Additionally, the **Nearpod School Edition** provides access to the Student Web App, allowing students to participate in Nearpod sessions using a web browser on a Mac or PC.

## Getting Started

After logging into [nearpod.com](https://nearpod.com), you can access all **administrative tools** by clicking on your name on the top-right corner and then clicking on "Manage School".



The School Management page will display all administrative tools.

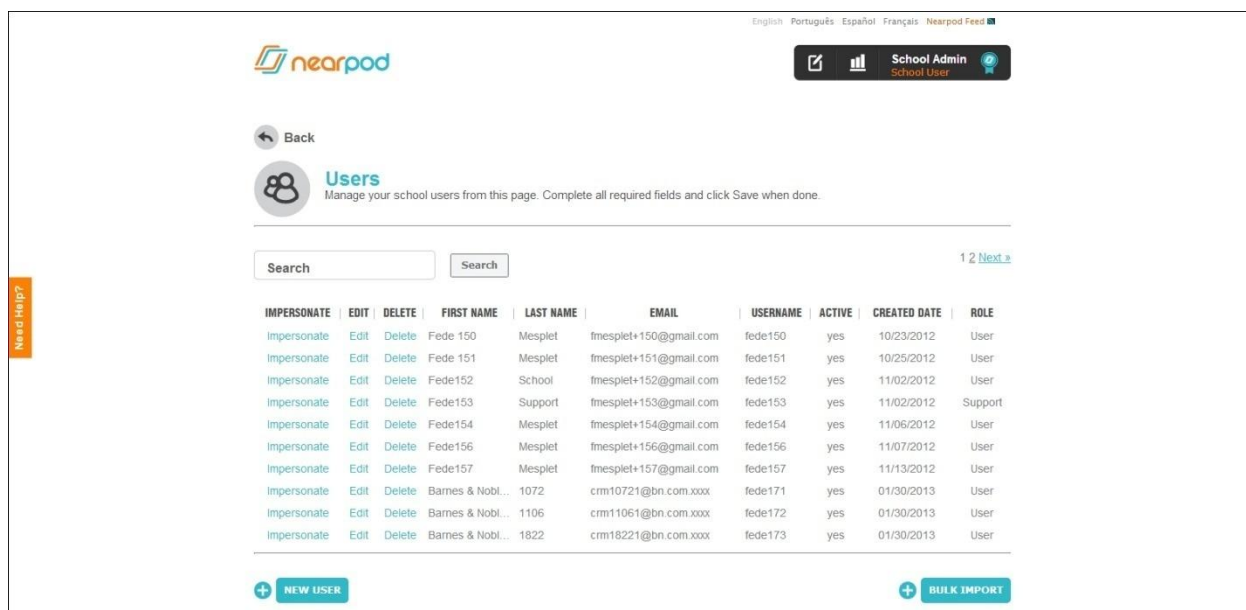


## Users

The Users tab will allow you to view, edit, delete, impersonate and create new users.

1. To **create** a new user, click on the **New User** button from within the Users tab and complete all of the fields with the information of the new user: Username, Email, Password, First Name, Last Name.
2. Make sure to indicate whether the user will be **User** or **School Admin** and that the Active box is checked.
3. You also have the options to impersonate or edit to the left of each user's name. Click on **Impersonate** to log into the user's account. Click on **Edit** to change the user's username, name, email or account type (User or School Admin).
4. To upload users in **bulk** from a spreadsheet, please click the **Bulk Import** button and upload a csv file as suggested in the instructions. A template will be provided to assist

you in creating a CSV file. You can access this Sample CSV file by clicking on “Download Sample CSV File”.



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nearpod

School Admin School User

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Users Manage your school users from this page. Complete all required fields and click Save when done.

Search Search 1 2 Next >

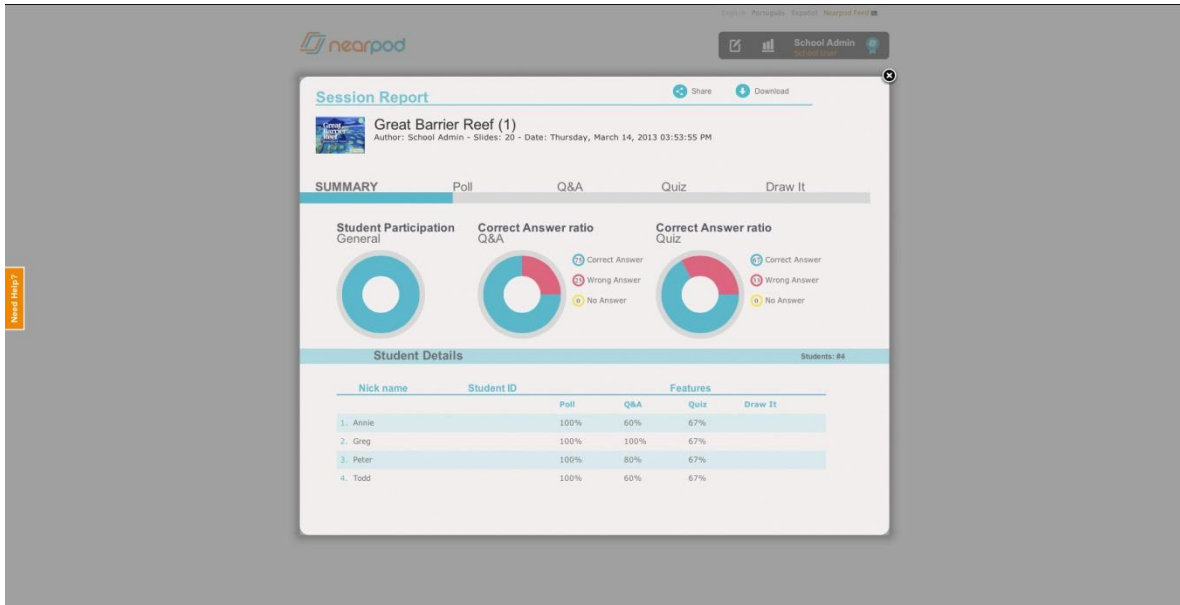
IMPERSONATE	EDIT	DELETE	FIRST NAME	LAST NAME	EMAIL	USERNAME	ACTIVE	CREATED DATE	ROLE
impersonate	Edit	Delete	Fede 150	Mesplet	fmesplet+150@gmail.com	fedet150	yes	10/23/2012	User
impersonate	Edit	Delete	Fede 151	Mesplet	fmesplet+151@gmail.com	fedet151	yes	10/25/2012	User
impersonate	Edit	Delete	Fede152	School	fmesplet+152@gmail.com	fedet152	yes	11/02/2012	User
impersonate	Edit	Delete	Fede153	Support	fmesplet+153@gmail.com	fedet153	yes	11/02/2012	Support
impersonate	Edit	Delete	Fede154	Mesplet	fmesplet+154@gmail.com	fedet154	yes	11/06/2012	User
impersonate	Edit	Delete	Fede156	Mesplet	fmesplet+156@gmail.com	fedet156	yes	11/07/2012	User
impersonate	Edit	Delete	Fede157	Mesplet	fmesplet+157@gmail.com	fedet157	yes	11/13/2012	User
impersonate	Edit	Delete	Barnes & Nobl...	1072	crm10721@bn.com.xxxx	fedet171	yes	01/30/2013	User
impersonate	Edit	Delete	Barnes & Nobl...	1106	crm11061@bn.com.xxxx	fedet172	yes	01/30/2013	User
impersonate	Edit	Delete	Barnes & Nobl...	1822	crm18221@bn.com.xxxx	fedet173	yes	01/30/2013	User

+ NEW USER + BULK IMPORT

## Reports

The Reports tool allows access to **post-session** reports for every Nearpod presentation launched by teachers from your school.

1. Using Safari, Firefox, or Chrome, go to nearpod.com, log in, and click on Assess. You'll see NPPs grouped by session. You can search for NPPs from the Search bar by name, session and description.
2. Click on an NPP to open the presentation's corresponding report.
3. Reports also include **statistical data** including the total number of times a presentation was launched, the total number of students who participated, the correct answer ratio, and the correct quiz answer ratio.
4. Export reports as PDFs or CSV by clicking on the **"Download"** button.



## Share Presentations

The **Share Presentations** tool allows you to copy presentations between users of the same school.

1. Type the name of the user that you would like to copy the presentation from.

\* All fields will auto-complete as you type.

2. Type the name of the presentation that you would like to copy.


3. Type the name of the user that you would like to copy the presentation to.

4. Click Share.

\* Type "All" to copy the presentation to all users.

\* You can now select specific users that you would like to copy the presentation to.

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### Share presentations

Share Nearpod Presentations among your school users. Type ALL to copy a presentation to all users within your school.

Enter username to copy presentation from

Enter presentation name

Select users to share presentation with

Share

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## Dashboard

Use the Dashboard tool to **access statistical data** for Nearpod usage in your school. Data is displayed in a combination of line-charts and ranking lists. To access the dashboard, click on your name on the top right hand corner of the screen, and then click on "Mange School". Then, click on the "Dashboard" icon on that page.

Stats include total Nearpod Presentations (NPP) created, total presentations launched, top presentation creators, top executors of presentations, student participation and student/teacher ratio.

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**Dashboard**

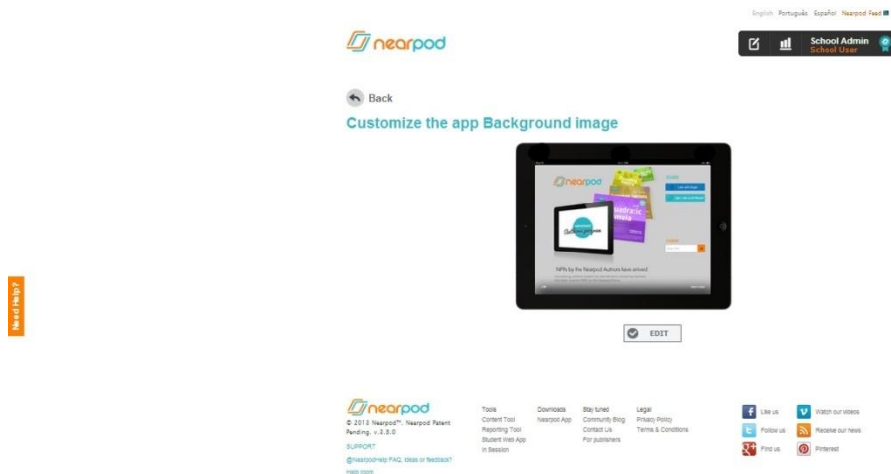
An overview of your school's performance. Data refreshes every 24 hr.



## Customize Background

Personalize Nearpod's background according to the school's identity.

1. On the **Customize Background** menu, click on Edit.
2. Drag and drop the image you want to use as the app's background. You can also browse for it or look for it on Dropbox. It must be a 1024x748 pixel image (or 2048x1496 for retina devices)
3. Click on Save.



## Nearpod Homework

Now Nearpod includes a self-paced activity: **Nearpod Homework**. It turns an NPP into self-paced mode and will allow students to participate and complete assigned tasks at their own pace, from home. A report of their submissions will be emailed their teacher as they finish.

It can be sent from the Content Tool by clicking on a presentation and then clicking on the Homework icon or from the app, by tapping on an NPP from the Library and then tapping on the Homework icon.

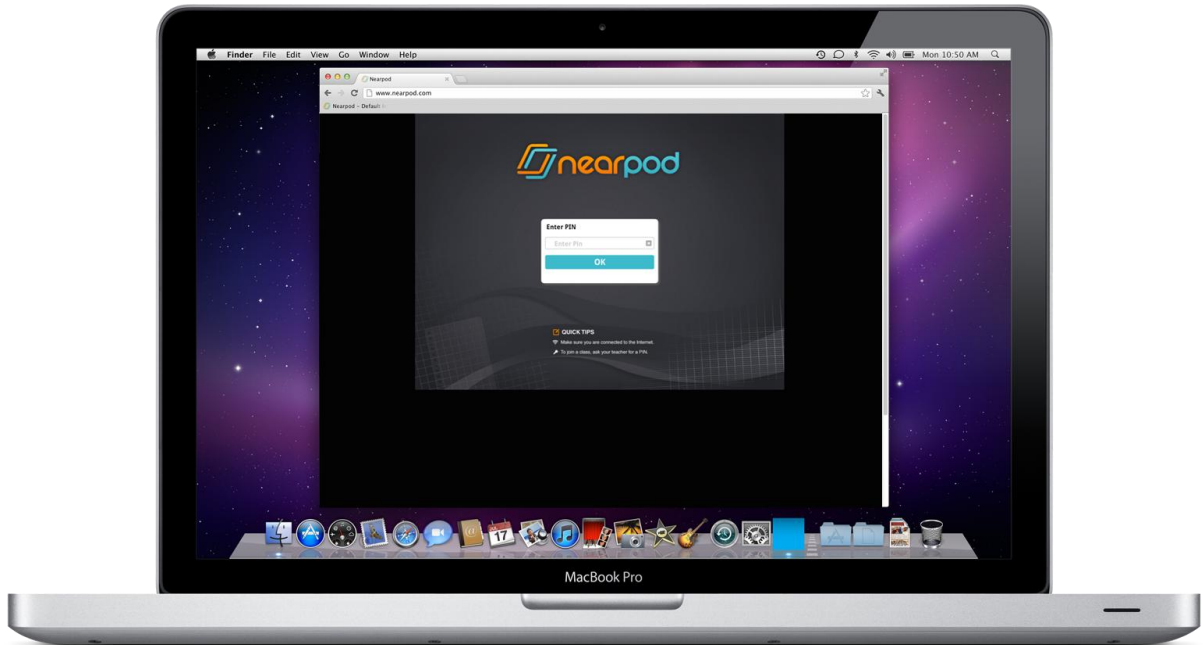
## Student Web App

The Nearpod School Edition includes the option for students to participate in presentations from any **computer web browser**. To use this feature, you need to go to [nearpod.com](http://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.

\* Adobe Flash Player 11.2 is required to use this feature.





### QUICK LINKS

Online Tools: [nearpod.com](https://nearpod.com)

Support: [community.nearpod.com](https://community.nearpod.com)

Student Web app: [www.nearpod.com/web](https://www.nearpod.com/web)

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### NEARPOD SUPPORT SPECIALISTS

Feel free to tweet us at [@NearpodHelp](https://twitter.com/NearpodHelp) or leave a comment at [community.nearpod.com](https://community.nearpod.com) or to resolve any support issues or provide feedback.

