# nearpod

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, you can access all **administrative tools** by clicking on your name on the top-right corner and then clicking on "Manage School".
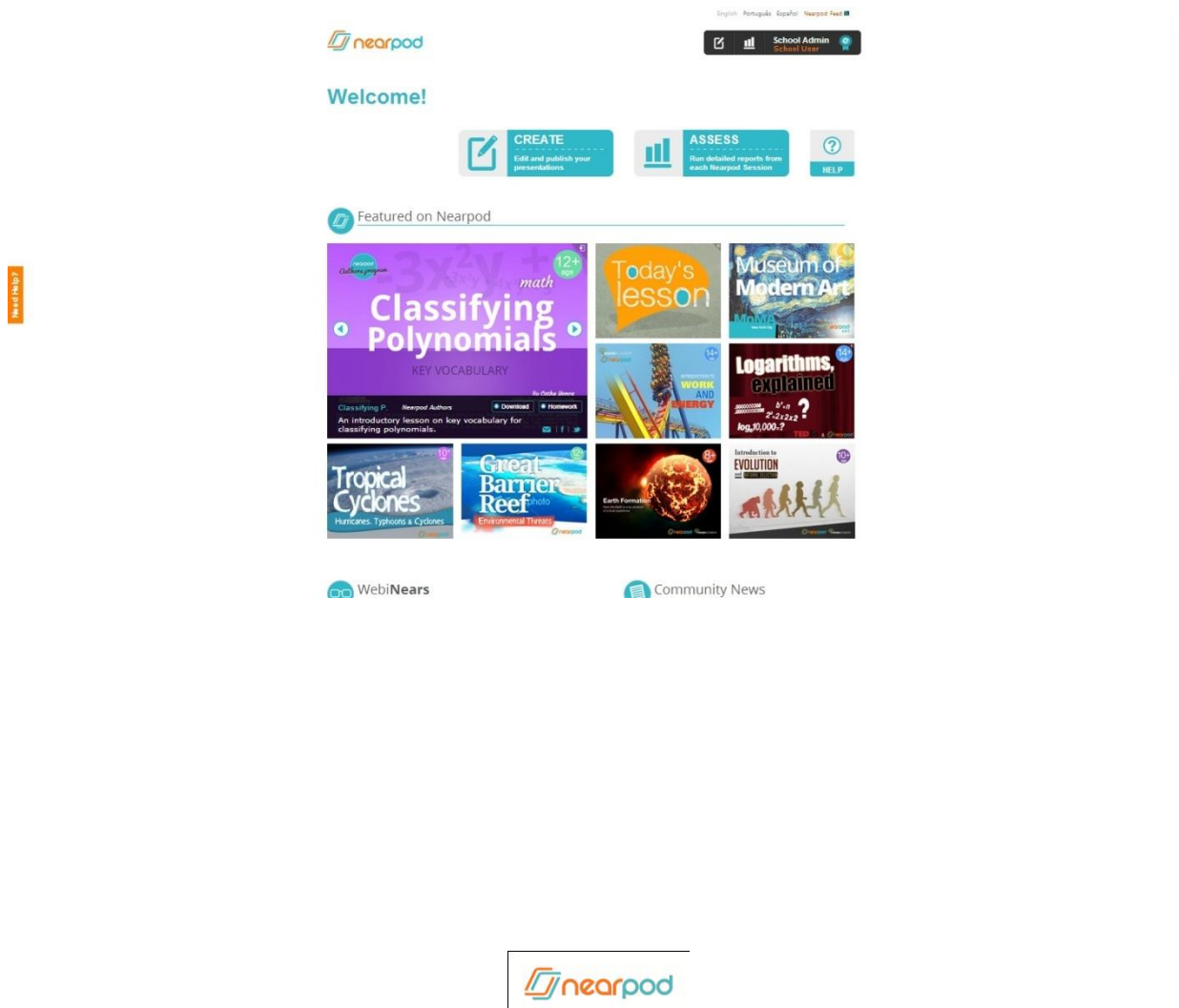
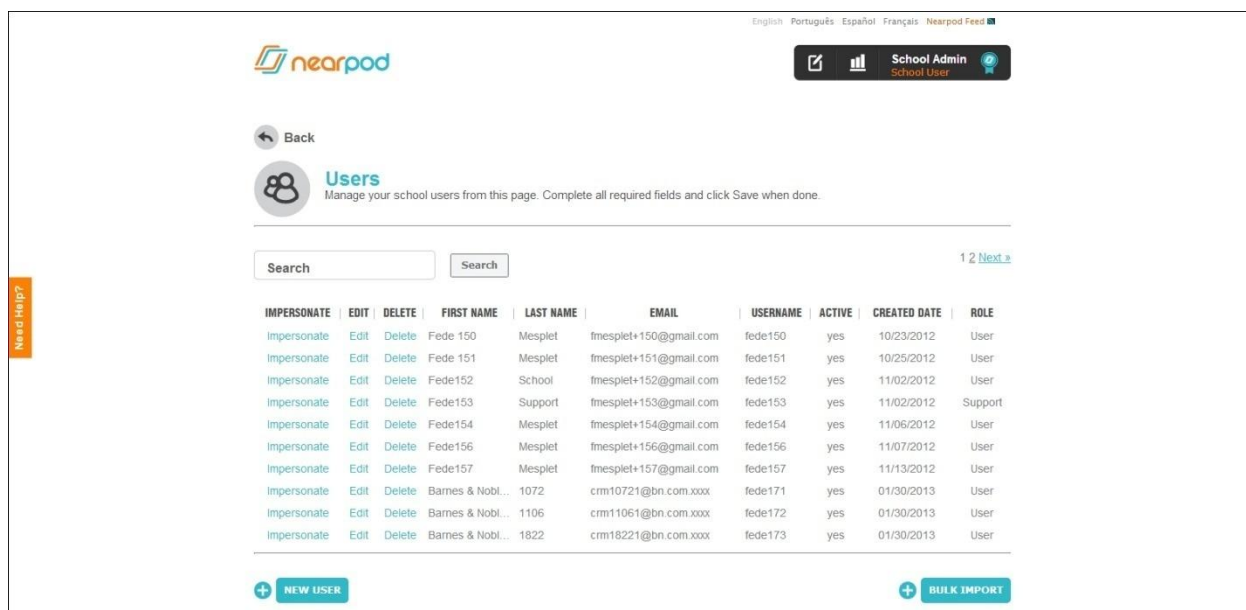The School Management page will display all administrative tools.
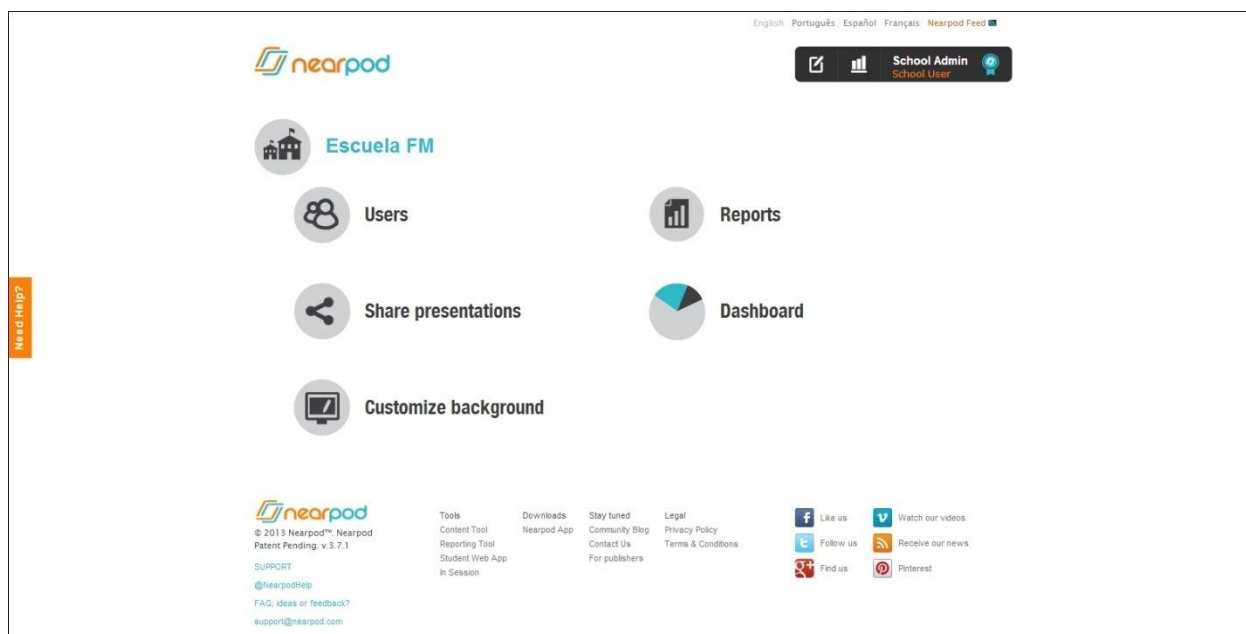
Users

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".

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.
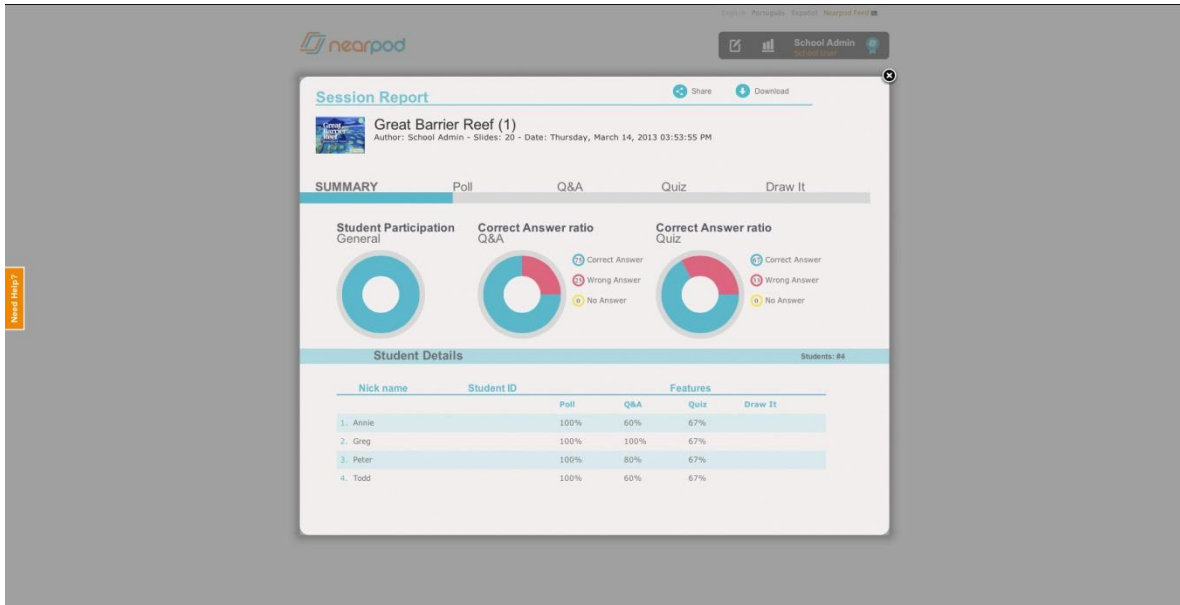
Share Presentations

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.

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.

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

School Admin
School User

Back
Customize the app Background image

EDIT
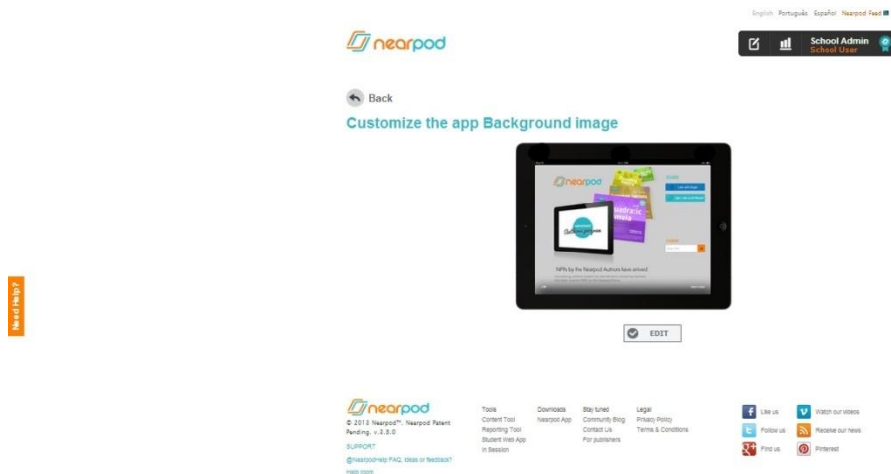
Nearpod Homework

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.
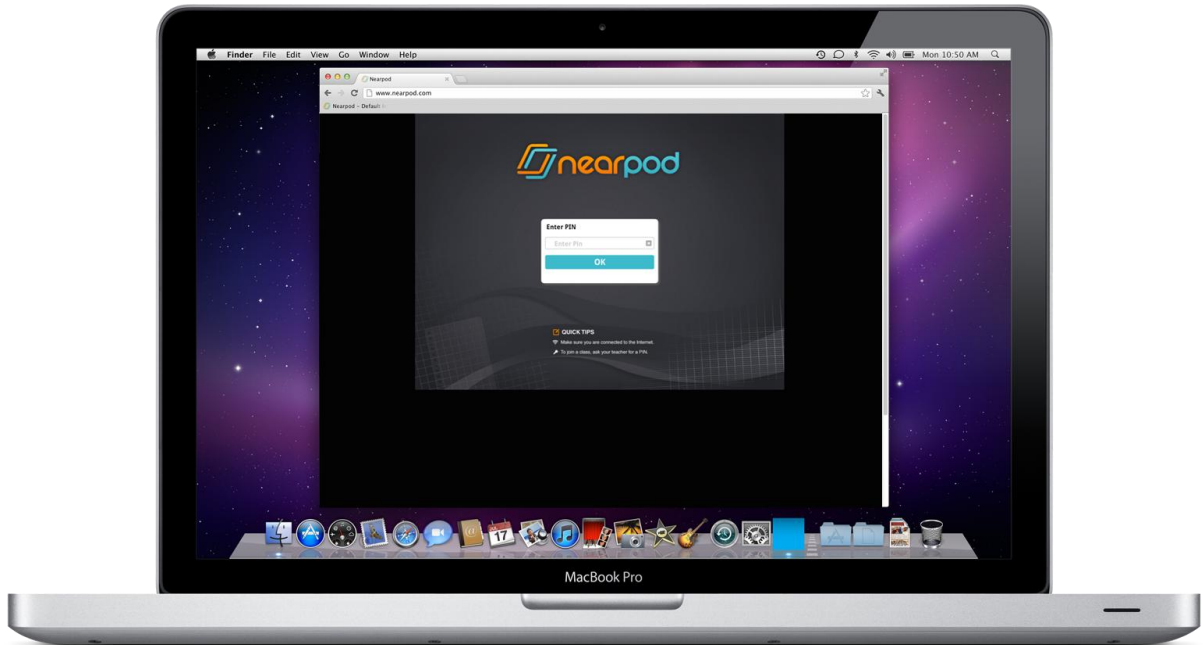
Student Web App

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 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
Support: community.nearpod.com
Student Web app: www.nearpod.com/web
Liked our app? Review Nearpod on the App Store!

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