

students you SCIENCE
maths assess
biology PRESEN
TATIONS
CREATE

21st century
classroom

CREATE & DESIGN

ENGAGE THE CLASSROOM

ASSESS YOUR STUDENTS

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.
 - To use Nearpod in a language other than English (Portuguese or Spanish), just set up your iPad's language settings by going to Settings -> General -> International. Nearpod will display according to the language chosen.
 - **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. Go to nearpod.com/upgrade and choose the one that best fits your needs!**
 - B. Tap on the the presentation you wish to launch and then tap on 'Launch.'
 - C. Provide an optional Description and Location for your presentation. This information can be used to 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 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 desired presentation). I.E.: If the PIN of your presentation is FBBFG, type hub.new.nearpod.com/j/FBBFG

You now have a presentation in progress!

Using Nearpod: Teachers

1. Navigate and share content:
 - Advance to the next slide in your presentation by swiping left, or swipe right to go back.
 - 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 Nearpod logo on top and select 'My Library' to return to your library and switch to a new presentation.
3. Tap on the Student List icon on the top-left corner to expose the attendance list and identify any students leaving the presentation.
4. 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.
5. Tap on the PIN icon on the top left to share the PIN with colleagues, friends or anyone else through email.
6. Tap on the Nearpod logo, located at the center of the top tool bar, and several options will display.
 - Tap on 'Share web' and type a URL to share a web page with the students on the fly.
 - 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.
 - Tap on 'My Library' to access your published Npps.
7. Tap on the top right plus button (+) and a series of options will display:

- Tap on 'Upgrade' and you will be redirected to our Upgrade page where you can upgrade to the Gold Edition or learn more about the School Edition.
- 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 or write a review.
- Tap on 'Log Out' to log out of Nearpod.

Creating Your Presentations

1. From a computer browser, log into nearpod.com/login, click on Create, and then click on New Presentation.
 - The Silver Edition will allow you up to 10 Nearpod presentations of 20MB each.
 - If you want to create unlimited Nearpod presentations (of 30MB each) [upgrade to Gold Edition](#)
 - For school benefits, [upgrade to School Edition](#)
2. Drag and drop a PDF into the Drag window or click on the orange bar to browse for one in your computer.
3. Click on Add and select the type of 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 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 the settings for both the question and answer.
 - To add a reference image to a question, click on Question Settings, select "Add a reference image," 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 add a background image, select Background Image, and then drag or upload the image.
- C. When adding a video, make sure that it does not exceed 20MB 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 two slides and the 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 Slides feature.

Get Reports from the Nearpod app

1. While logged in as a Teacher, tap on the Nearpod logo on top 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 spreadsheet of the report.

Get Reports from the Nearpod Website

1. Using Safari, Firefox, or Chrome, go to nearpod.com/login and click on Assess.
2. Add filters to narrow your report to display the data you want to access.
 - You can filter by Npp name, Student, Date, or Description and Location.
3. Click Apply to update the statistical data and click on the details arrow to display the report on the current page.
4. Scroll to the bottom of the screen and click on 'Export' to export the data as a spreadsheet.

* Nearpod now comes with the **Student web app!** Students can participate in NPPs from **any computer** with a web browser :) (Only in the [School Edition](#). Interested? [Learn more](#))

QUICK LINKS

Online Tools: np1.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](#), leave a comment at community.nearpod.com or email us at support@nearpod.com to resolve any support issues or provide feedback.