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Introduction

Nearpod is an application that provides interactive mobile presentations. This App is designed for classroom or remote settings when all users have devices. Registration is free for up to 30 users. Presentations are developed via the website and can be deployed via the teacher's iPad. The teacher has complete control over what the student's viewing of content. When utilizing it the classroom, both the teacher and the students need to have connection to the Internet.

When utilizing Nearpod, you can:

1. Create or download interactive multimedia presentations.
2. Share your interactive lesson and control the students' activities in real-time. Activities may include: questions, polls, slides, and audio.
3. Students interact and submit responses through any mobile device or personal computer.
4. Teachers can monitor and measure students' results on an individual or aggregate basis.

Account Set-Up on the Computer

1. **Enter** the following **address** into your Internet browser:
   http://nearpod.com

2. **Click Login** in the upper right-hand corner.

3. **Click Sign up** in the bottom right-hand corner

4. **Type** in your **First Name**, **Last Name, Email** and **Password** (at least 6 characters). Read the Terms and Conditions by **Clicking on the words: Terms and Conditions**.

5. **Click Sign up**.

Note: You can also create a new Nearpod account with Google. Just **click** on **with Google** and sign in with your Google account name and password and **Click** on **Sign In**.

Account Set-up on the iPad
1. **Click** on the **App Store** icon and search for Nearpod by Panarea.
2. **Click** on FREE and then **click** on **INSTALL**.
3. **Click** on the **Nearpod App** to open it.
4. **Click** the short slide presentation **tour** about Nearpod or **Click** on **Skip tour**.
5. **Click** on **Sign up**.

6. **Type** your **First Name**, **Last Name**, **Email** and **Password** (at least 6 characters). Read the Terms and Conditions by **Clicking** on the words: **Terms and Conditions**.
7. **Click Submit**.

*Note: You can also create a new Nearpod account with Google. Just **click with Google** and sign in with your Google account name and password and **Click Sign In**.*

## Suggestions before Starting a New Presentation:

- Create the presentation on your personal computer as the creation stage is done via the Internet Browser. It is best to use Chrome and not Internet Explorer to create presentations.
- Create a Folder on your computer in order to keep all of your presentation content such as images (.jpeg or .png), PDF files, and PowerPoints.
- Saving presentation content in a folder allows you to right click on the created folder to check the size of your presentation content. Each presentation can be up to 20 megabytes.
- Presentations can be created in Microsoft PowerPoint and exported in a .pdf file to be imported into Nearpod.

Creating a Presentation

1. Type in http://www.nearpod.com
2. **Log in** with **Username** and **Passcode**.
3. Click **Create**.
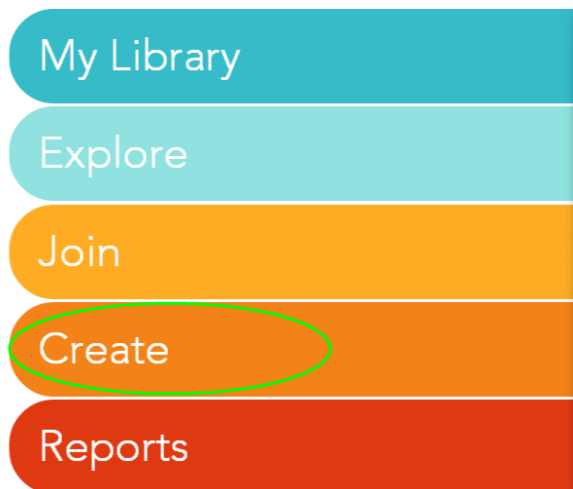
4. **Select** the **+ icon** or **Add Presentation**.
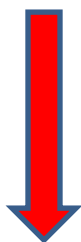
Add Presentation
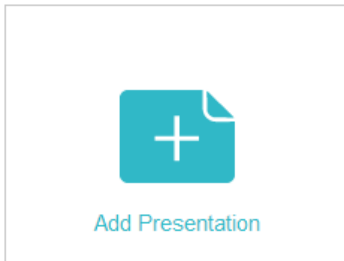
5. **Add any file**: .pdf, PowerPoint, videos, images, and sounds from already created documents from your computer, to the area that states **"Drag your file here**." Nearpod supports all standard .pdf formats and one page will equal one slide. Slides are displayed in landscape orientation. Nearpod will also upload images such as .jpg and .png and zip files.

6. Once files is "dropped" in the **Drag your file** here area, the status will show a check mark showing that it uploaded.
   *Note: Delete the upload by clicking on the **X**.*

7. **Click OK** when satisfied with the uploaded file to Nearpod.

8. The following choices will appear:
   - **Add Slide**-add a slide to your presentation
   - **Publish**-Presentation is completed.
   - **Done**-For the time being, the presentation is done but not published. Changes may be made at a later time.

9. Customize your presentation by **giving it a suitable name, description, grade level**, and **subject** area, by **Clicking** the **Settings** button.
   Note: You can also change the title by Clicking on the name and typing the new title.

10. **Click Save** or **Cancel**

Adding Interactive Content to a Presentation
1. In My Presentations, **Click** on the **Presentation** and **Click Open**.
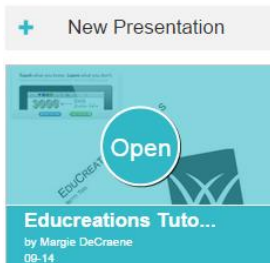
2. **Click Add Slide**.
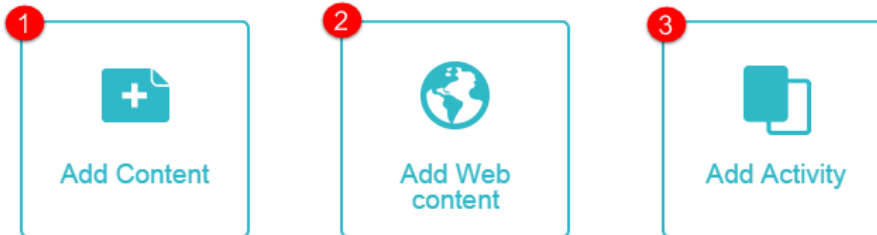

3. **Choose** the **Interactive Activity** from the following:

1. **Add Content**
2. **Add Web content**
3. **Add Activity**

Adding Content

1. **Click Add Slide**
2. **Click Add Content**
3. The following content can be added to your presentation:

   Slide-Add .pdf, PowerPoint, and/or Zip file.

   Video-Add .mp4, .mov, .flv, .ogv, .avi, and .mpg from your files.

   Add video files from the following:

   o **Dropbox**
   o **Box**
   o **YouTube**-Not in Free Version (upgrade needed)
   o **Google Drive**

   Audio- Not in Free Version (upgrade needed)

   Slideshow-Add Google Images, Files from your computer, Dropbox, Box, or Google Drive.

   PDF Viewer-Not in Free Version (upgrade needed)

   Live Twitter Stream- Not in Free Version (upgrade needed)
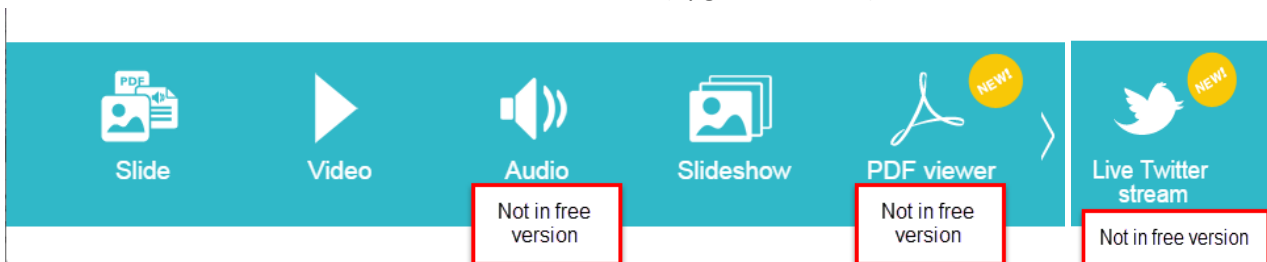
Adding Web Content

This feature is not included in the Free Version and an upgrade would be needed. Web Content allows the presentation to be added to a web page.
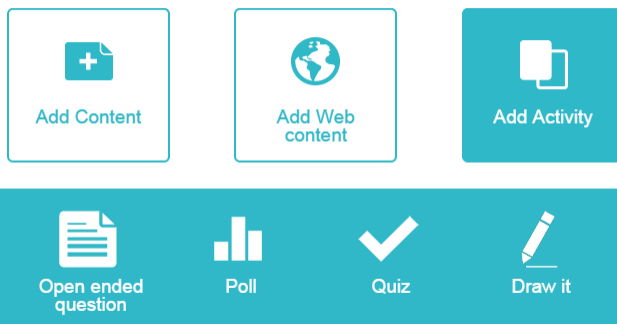
Adding Activities
1. **Click Add Slide**

2. **Click Add Activity**
3. **The following Activities can be added to your presentation:**
   - **Open ended question-**A slide with a single question.
   - **Poll-**Ask an opinion-based question
   - **Quiz-**Ask a series of questions (student paced)
   - **Draw it-**Contains a blank canvas or background image

4. **Adding an Open ended question example:**

   Note: Only one question can be added for an open ended question per slide.

   1. **Type** your **question**.
   2. **Upload** an **image**, if needed.
   3. **Click Save** to save the question on the slide, or **Cancel to start over** and delete the open-ended question.
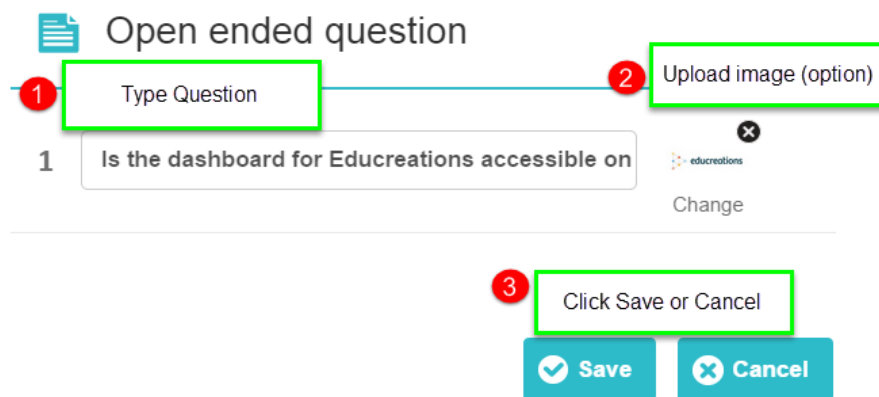
5. **Adding a Poll Question**

Note: Use the Polling option to only ask opinions from your students.
1. **Type** the **question**.
2. **Type** the **choices** for the polling question.
3. **Click +Add Answer** if you need to provide more than 2 choices to the question.
4. **Click Save** to save the question on the slide, or **Cancel** to **start over** and delete the open-ended question.

6. **Adding a Quiz**

   Note: Quizzes are student-paced and can contain a series of questions.
   1. **Type** the first **question** on the quiz.
   2. **Type** the possible **answers** to the question.
   3. **Click** the **correct answer** or delete the answer.
   4. **Type** the next **question**.
   5. **Click** the **correct answer** or delete the answer.
   6. If more than 2 answers are needed, **Click** the **+Add Answer**.
   7. **Click Save** or Cancel.

You need at least 2 answers and one of them must be the correct one. You can mark which answer is correct by clicking on the checkbox at the right of the answer text.

✔ Quiz

Educreations Quiz

1 Type the first question on the quiz.

(▶) 1 | True or False. Lessons can be created on both th | Add image | ⊗

2 Type the possible answers.

Correct Delete

1.1 | True | ✅ | ⊗

1.2 | False | ☑ | ⊗

3 Click on the correct answer.

➕ ADD ANSWER

4 Type the 2nd question.

(▶) 2 | Courses can be created only _____. | Add image | ⊗

Correct Delete
Correct Delete

2.1 | on the iPad. | ☑ | ⊗

2.2 | on the website. | ✅ | ⊗

2.3 | from the lessons. | ☑ | ⊗

5 Click on the correct answer.

➕ ADD ANSWER **6** Click Add Answer to add another answer.

➕ ADD QUESTION

7 Click Save or Cancel

✔ Save   ✖ Cancel

Adding a Drawing Option

Create a question or scenario where students have to draw the answer.

1. **Type** the **instructions** in the field, **Draw It Instructions (optional).**
2. **Drag an image** to have as a background to the drawing or
3. **Browse** your .jpeg or .png **files** on your computer, Dropbox, or Box to add a picture as a background.

   Examples of images to use as background: Graph paper, Graphs, Crossword, Worksheet, and Word search etc.
4. **Click Cancel** or **Save**.

Rearranging Slides in a Presentation

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9/10/2014

All new interactive slides will be added at the end of your presentation in the creation stage. To reorder your slides:

1. **Click** on the **slide until it highlights in another color**,
2. **Drag** it to your **location** of choice.

Click Done when you are satisfied with the layout of your presentation.

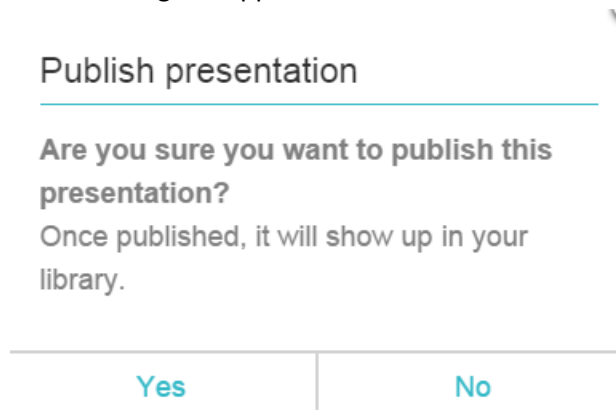**Click Publish** to make the presentation available for your students.

Publishing a Presentation
In order to share your presentation, you will need to publish it to make it available to others. 2 options exist to publish your presentation.

      Option 1
1. From **My Presentations**, **Click** on **the presentation** that you want to publish. The Publish button will highlight.
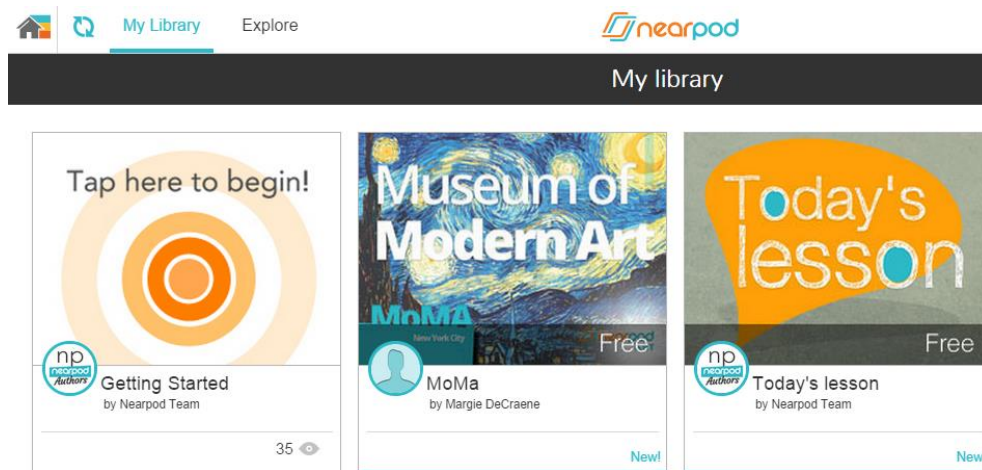2. **Click Publish**.
3. The following will appear:

Publish presentation

Are you sure you want to publish this presentation?
Once published, it will show up in your library.

Yes	No

4. **Click Yes** or **No**.
5. When clicking yes, the published presentation will appear in My Library.

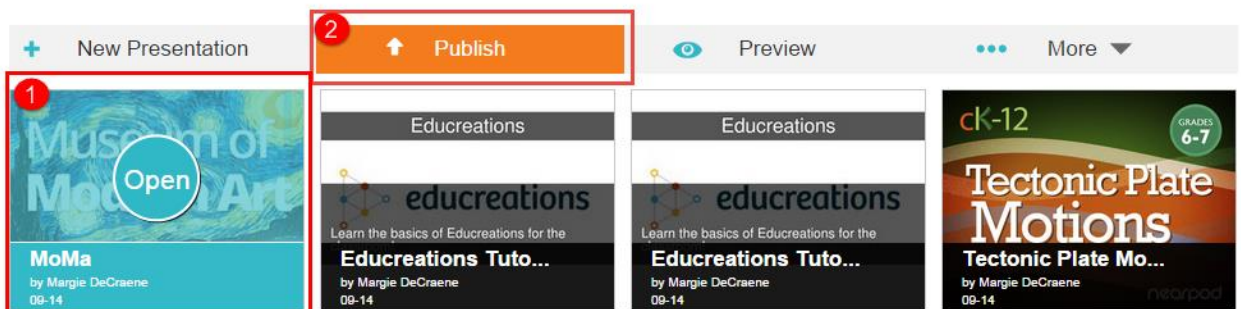Note: Access the Library from the Home Page   by Clicking My Library.

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mdecraene@mvsc.k12.in.us
9/10/2014

What would you like to do?

- My Library
- Explore
- Join
- Create
- Reports

My Library

Explore

nearpod

My library

Tap here to begin!
Getting Started
by Nearpod Team
35

Museum of Modern Art
MoMA
New York City
Free
MoMa
by Margie DeCraene
New!

Today's lesson
Free
Today's lesson
by Nearpod Team
New!

MY PRESENTATIONS

Date: Latest First

+ New Presentation | ↑ Publish | 👁 Preview | ••• More ▼

Museum of Modern Art
Open
MoMa
by Margie DeCraene
09-14

Educreations
educreations
Learn the basics of Educreations for the
Educreations Tuto...
by Margie DeCraene
09-14

Educreations
educreations
Learn the basics of Educreations for the
Educreations Tuto...
by Margie DeCraene
09-14

cK-12
GRADES 6-7
Tectonic Plate Motions
Tectonic Plate Mo...
by Margie DeCraene
09-14

Merrillville Community School Corporation
ITS
Information Technology Services

Option 2

6. When a presentation is already Open, **Click Publish** at the bottom of the page.

7. The following will appear:

Publish presentation

Are you sure you want to publish this presentation?
Once published, it will show up in your library.

Yes	No
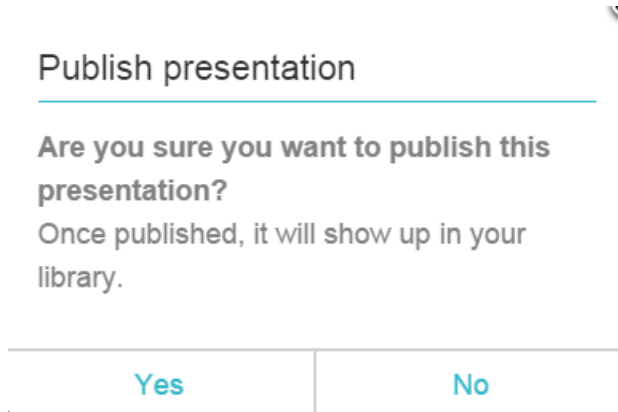
8. **Click Yes** or **No**.
9. When clicking yes, the published presentation will appear in My Library.

Note: Access the Library from the Home Page by Clicking My Library.

What would you like to do?

My Library
Explore
Join
Create
Reports
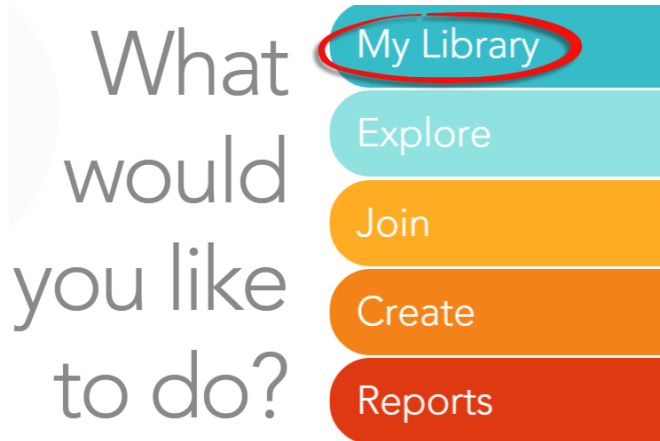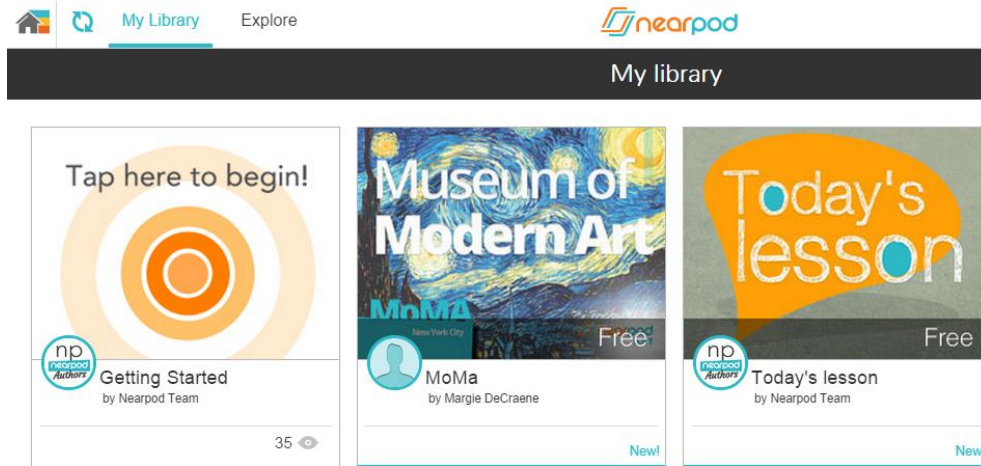
Editing Presentation after Publishing

Note: In order to make changes to the presentation after publishing, you will need to unpublish the presentation.

A few options exist to edit an already published presentation.

Option 1
1. From **My Library**, **Click** the **presentation** to be edited.
2. **Click Edit** at the bottom of the page.
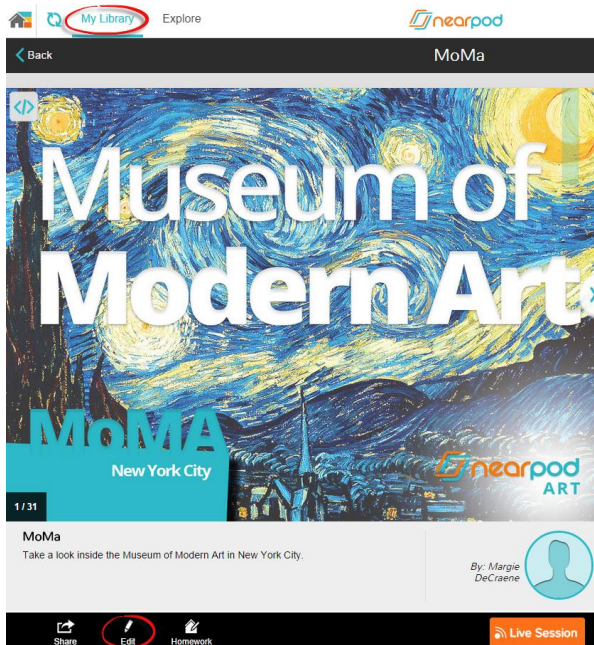
3. The following will appear:

Edit presentation

This presentation will be **unpublished** in order to be edited.

You will need to publish it again after editing it. Reports for this presentation will still be available in the assess section.
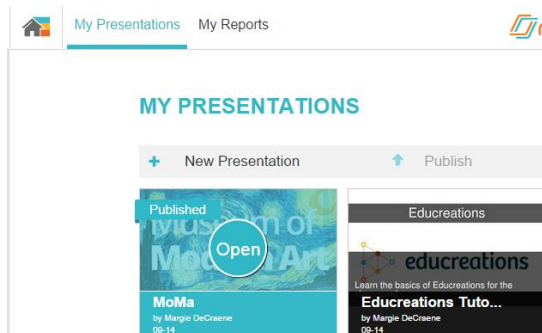
| Accept | Cancel |

4. **Click Accept** or **Cancel**.
5. Make the necessary edits and **Click Publish** to add to My Library in order to share with students.

Option 2

1. **Click My Presentations**
2. **Click Presentation** to **Open**.

3. **Click** on **Edit**.

6. The following will appear:

7. **Click Accept** or **Cancel**.
8. **Make** the necessary **edits** and **Click Publish** to add to My Library in order to share with students.

My Presentations

My Presentations stores both your Published and Unpublished presentations. Published Presentations are notated by the Published tag.

MY PRESENTATIONS
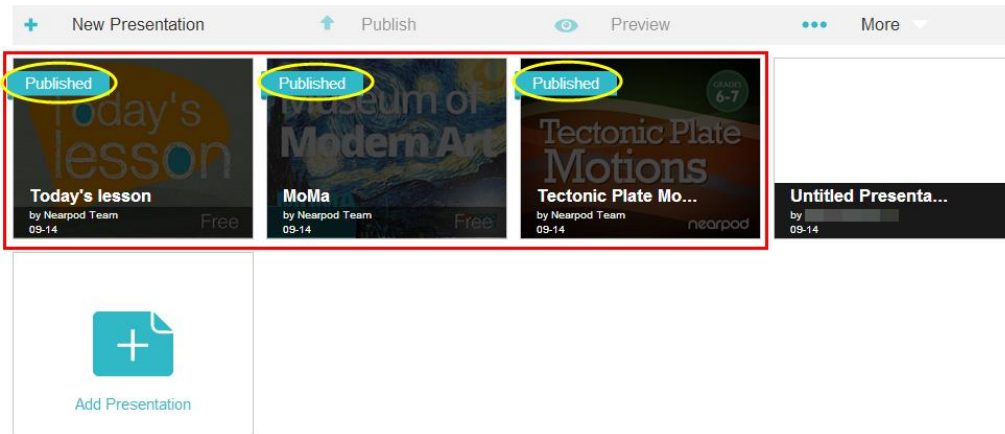
1. Preview any presentation by Clicking the Preview icon in the toolbar.
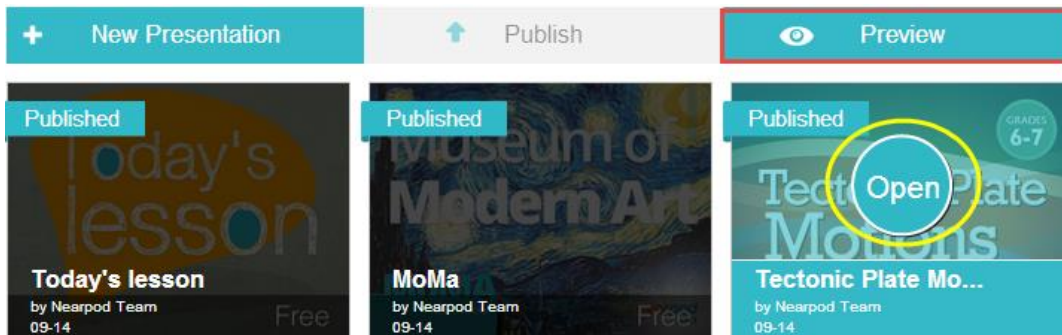
2. **Click** the **More button** for:
   1. **Live Session**
   2. **Homework**
   3. **Delete**
   4. **Share**
   5. **Clone**
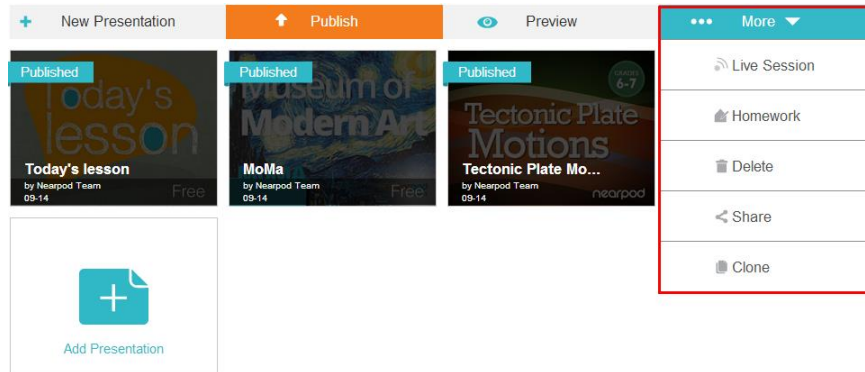
Live Session-Allows the presentation to turn into a Live Session and become interactive with your students. A key code will be provided so students can join this session.

Homework-**This feature is <u>not available</u> in the FREE version**. In the upgraded version, email your students to view the presentation on their own time.

Delete-Delete and remove any presentation from your Library or My Presentation by **Clicking** on the presentation**, Clicking** on **More**, and **Selecting Delete**. Before accepting the deletion a notice will appear to verify that you want the presentation deleted.
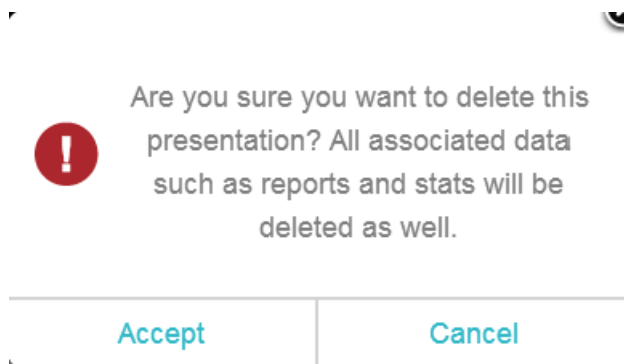
Share-You can share your presentation via email. Please note that in order to view the presentation, the receiver needs to have a Nearpod Account. To Share a presentation: **Click** on the presentation, **Click** on **More**, and **Select Share**. The following options appear to share by:

1 Gmail

2 Yahoo Mail

③ Outlook Mail

④ Email Client

Share presentation

With: ① ② ③ ④

Or email it directly from here:

From: mdecraene@mvsc.k12.in.us

To:

Subject: Margie DeCraene has shared a Nearpod Presentation with you

Message

Dear friend,
I would like to share an awesome NPP with you :) Just open this link. Hope you enjoy it!
Me :)

Go

Click on your **email choice**.

 An email will be created using your email system. The message will display providing a link to your presentation for viewing.

Dear friend,
I would like to share an awesome NPP with you :)
Just open this link: http://np1.nearpod.com/sharePresentation.php?code=89ed02aea5f629db3298303634bd012a-0.
Hope you enjoy it!
Me :)
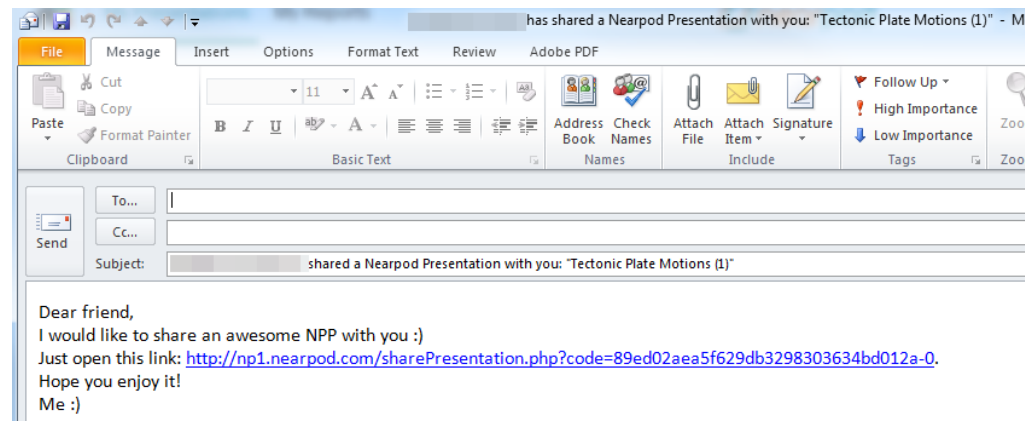
Once you send your email with the link, the receiver of the email will receive the following message with the option of Clicking Yes to accept the presentation and Clicking Cancel to refuse the presentation.

Share presentation

Margie ▓▓▓▓▓ has shared "Tectonic Plate Motions (1)" with you. Would you like to accept it?

[Yes]   [Cancel]

Launch Live Presentation-Teacher Interface on IPad
1. **Click** on the **Nearpod App** on your iPad
2. **Login** with one of the following:
   with **Nearpod**
   - a. **Type** your **Username** or email and **Password**
   - b. **Click Login**

   with **Google**
   - a. **Type** your **Email** and **Password**
   - b. **Click Sign in**
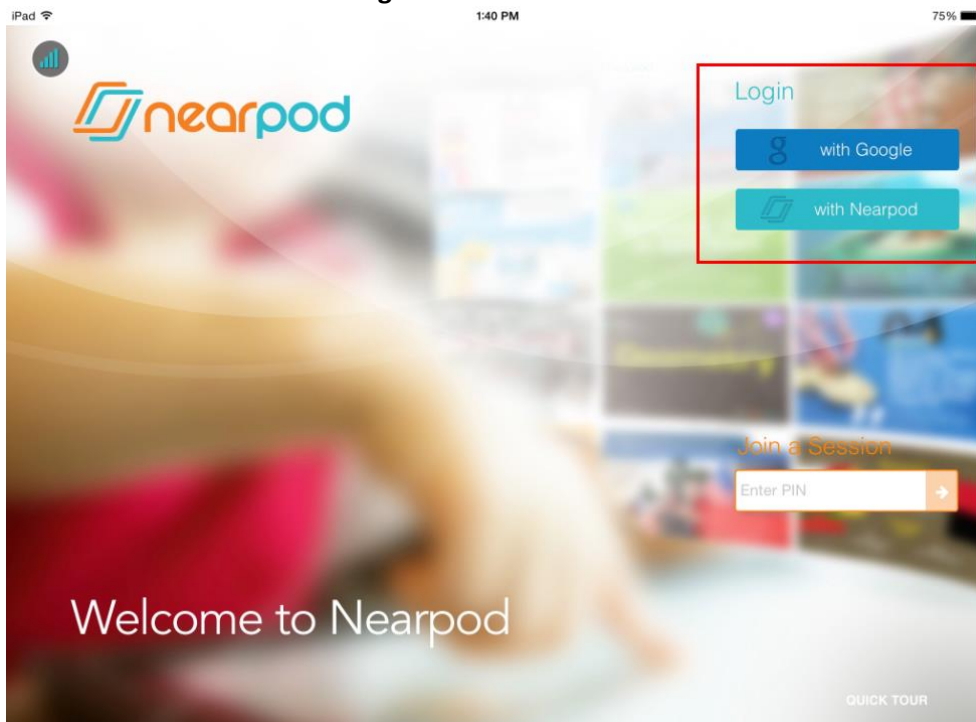
3. From the Home Screen, **Click My Library**.
   Note: You will now see all of your created presentations that have been published.

4. **Click** on the **presentation** that you want to share.
5. **Click Live Session**
6. A PIN will be generated for you to provide to your students. The students will enter this PIN upon opening the Nearpod student app.

   Helpful Hint: Write the PIN on the whiteboard for students or project it.

   Note: The PIN can also be shared through social media such as Twitter, Google+, and Facebook. And it can be shared via Email that sends a website link to the LIVE presentation.

7. To **start the presentation**, **slide your finger across** towards the left to go to the login page of your students.
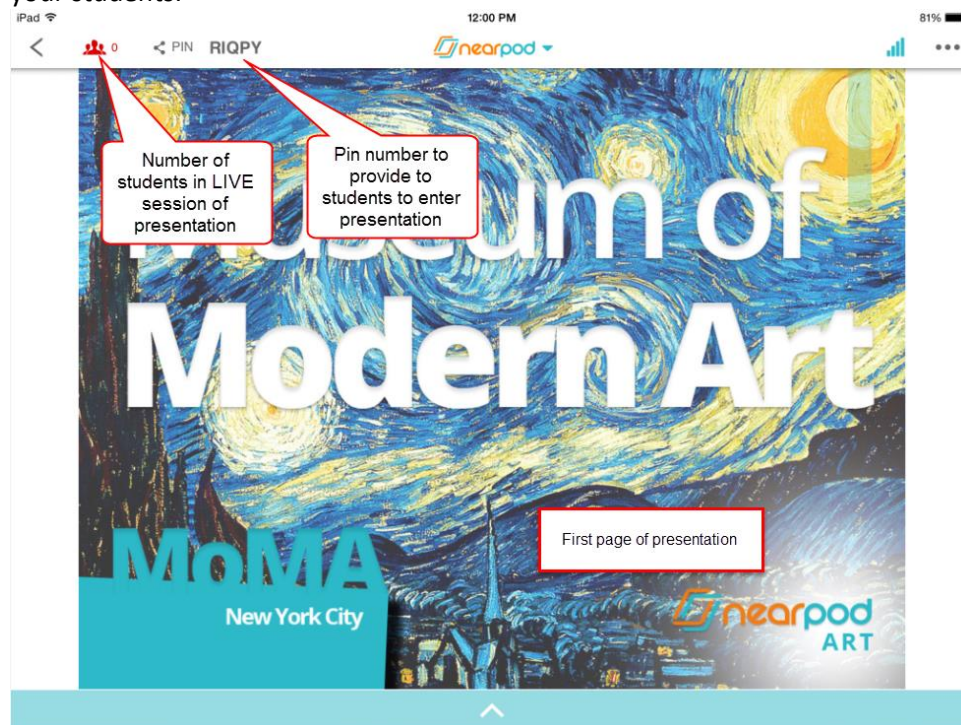
8. At any time, you can go to any slide by **clicking** the **^ symbol** on the page.
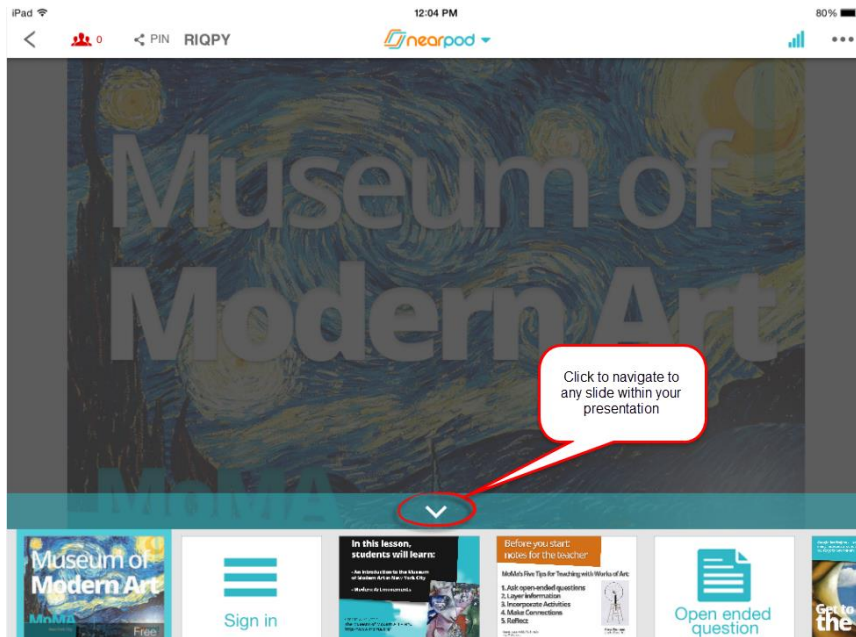
Student Login to Presentation

1. **Student Clicks** on **Nearpod App** on the iPad
2. **Student enters PIN** to Enter Presentation
NOTE: PIN is generated by the teacher when the presentation is shared via LIVE Session.

3. After student enters the PIN, the presentation will download, and the **student will view the first page** of the presentation.
4. The second slide of the presentation is Welcome to this Session. **Student types in name and student ID (optional).**
   NOTE: Provide specific directions to the student such as first and last name, or first name and Student ID etc.

5. Student **clicks send**.
6. Student will then view Thank You Screen after clicking send.

7. As students login to the presentation, the teacher will see the following screen:
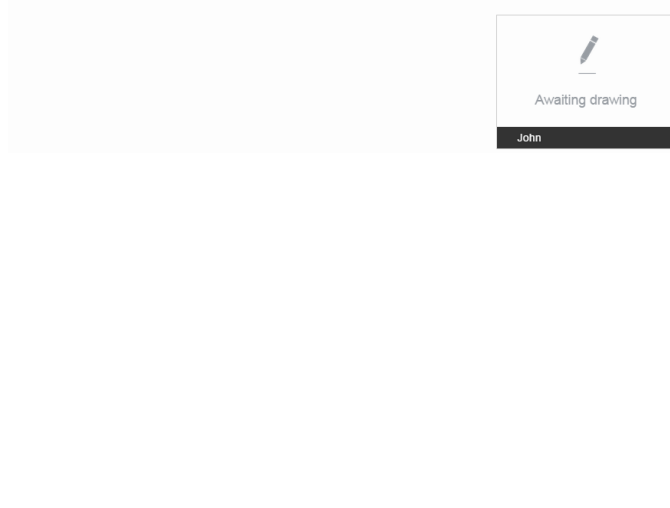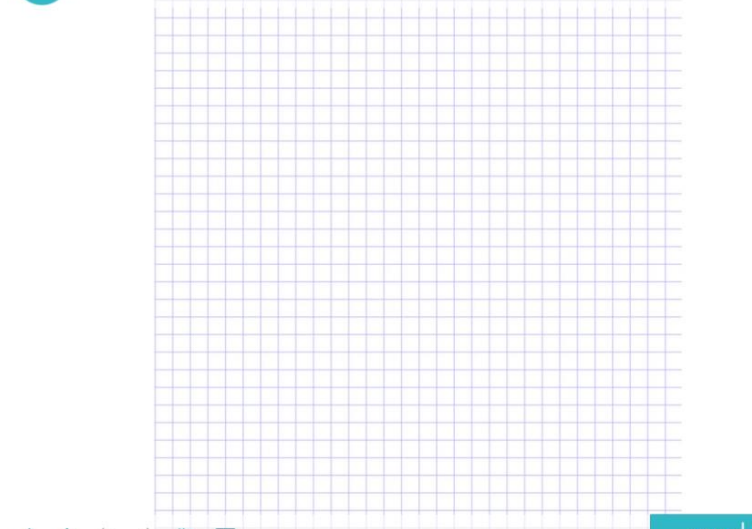
8. Student will view other pages of the presentation as the teacher makes them available via his/her iPad or computer.
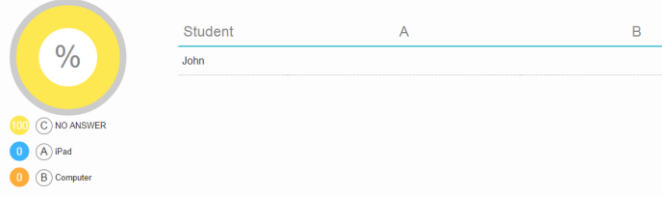9. **Student Clicks** on **Exit** to leave the presentation.
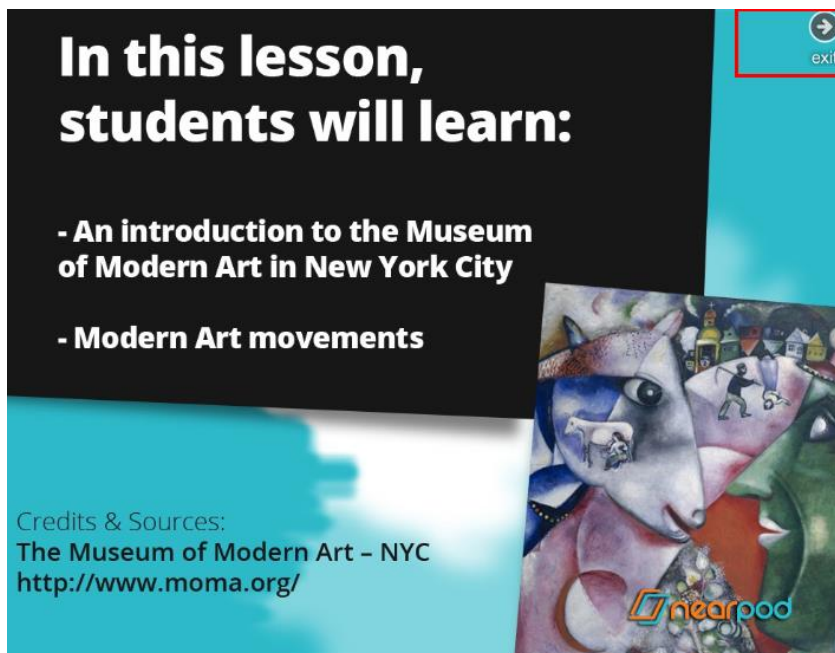
Teacher View vs Student View

Teacher View	Student View

Login with student name		
Draw		
Q & A		

		Is the dashboard for Educreations accessible on the iPad? ① Student types answer in this area. Student clicks send after typing the answer. ② send ›
Poll	Do you like creating lessons from the iPad or the computer? % Student A B John C NO ANSWER A iPad B Computer	Do you like creating lessons from the iPad or the computer? ○ iPad ○ Computer send ›

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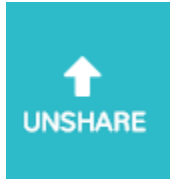| Quiz		
	Educreations Quiz Ready to take a Quiz? go >	
		True or False. Lessons can be created on both the iPad and th website. ○ True ○ False < back ... next >

Teacher Sharing Results with Students
A teacher can share back with students the results of certain slides by **click the Share button** on the presentation.
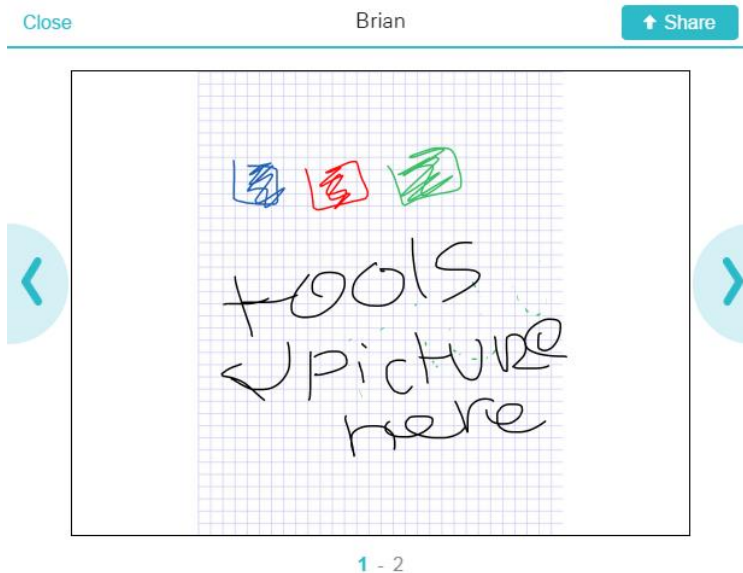
↑
SHARE
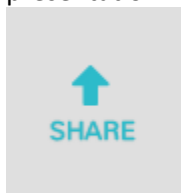
Likewise, **Click Unshare to unshare the results** with students.
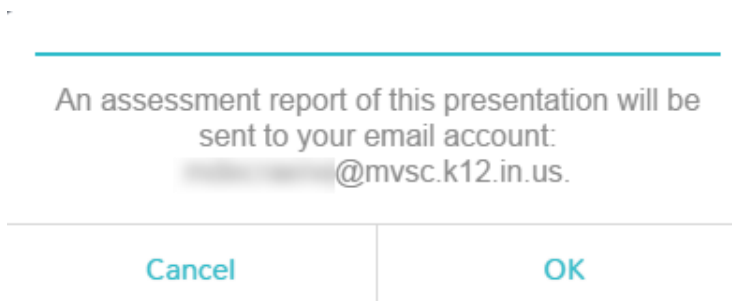

The following can be shared:
- **Drawings-**Shares only individual results back to the student.

- **Q & A**-Shares personal results only not the whole class
- **Quiz**-This will be obtained by clicking on reports after students submit their quiz results.

The report showing the results of the quiz will be emailed to the teacher.

An assessment report of this presentation will be
sent to your email account:
_____@mvsc.k12.in.us.

Cancel   OK

- **Polls**-Shares group data only and does not identify individual results to other students. Individual students can view what they submitted by clicking on **My answers**.

Do you like creating lessons from the iPad or the computer?

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9/10/2014
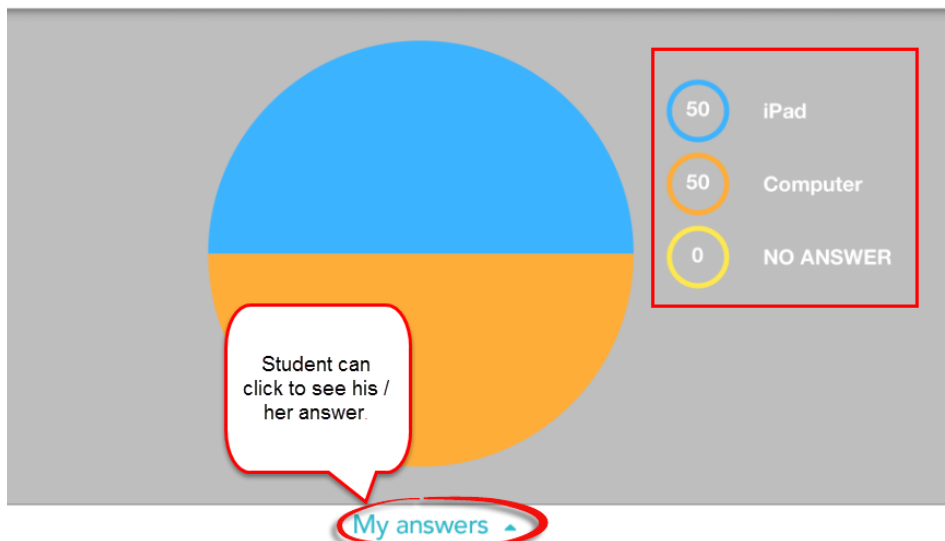
Reports from the iPad

Obtain reports of your students

1. **Click** on **Nearpod App**
2. **Login** with the Nearpod Account or Google Account
3. From the home screen, **click** on **Reports**.

4. The following will appear stating that **you will be redirected to Nearpod Reporting Tool on your browser.**
5. **Click Go**
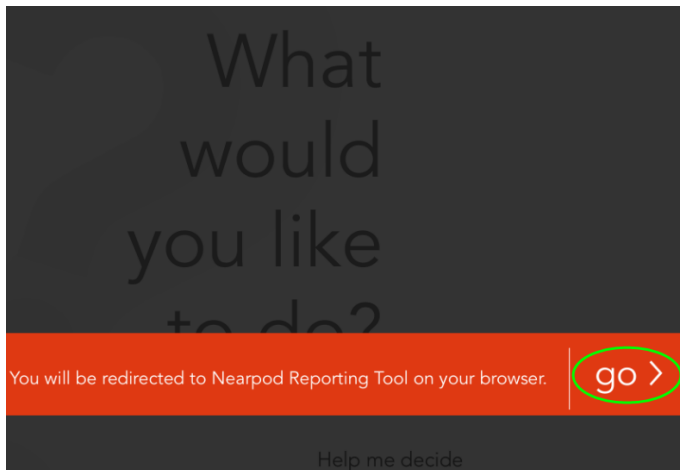
5. Access post session reports and student data on those sessions.
6. **Click** on **the arrow** to open the session.

7. The Session report will include the following:
   - **The Presentation Name**
   - **Author of the presentation**

- **# of Slides**
- **Date of the Presentation**
- **Summary:** Student Participation and Correct Answer ratio for quizzes, Polls, Open Ended Questions, and Draw It.
- **Student Engagement Details**
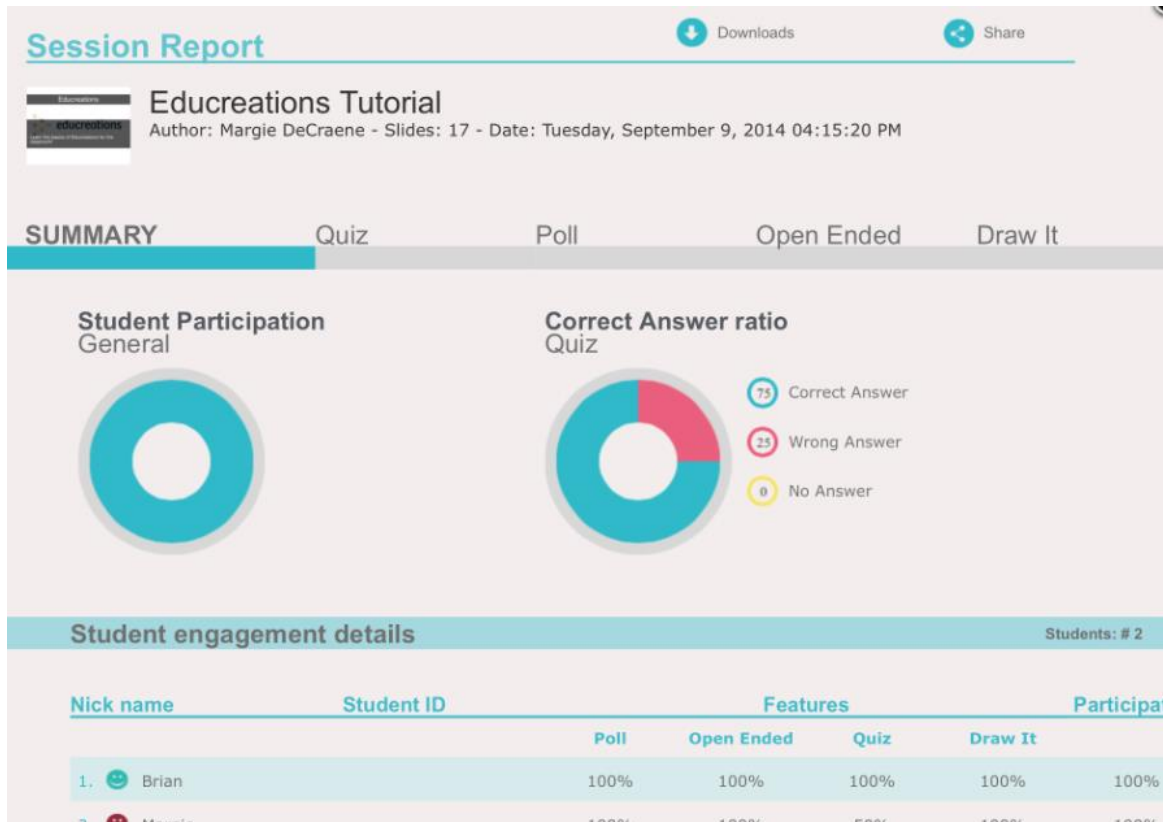
8. The reports can be downloaded as .pdfs for the Session View.
   Note: You can upload the .pdf documents into Google Drive after the reports are downloaded.
9. The reports can also be shared by clicking the Share button at the top. The Share reports will be sent via email**. Click Go**.
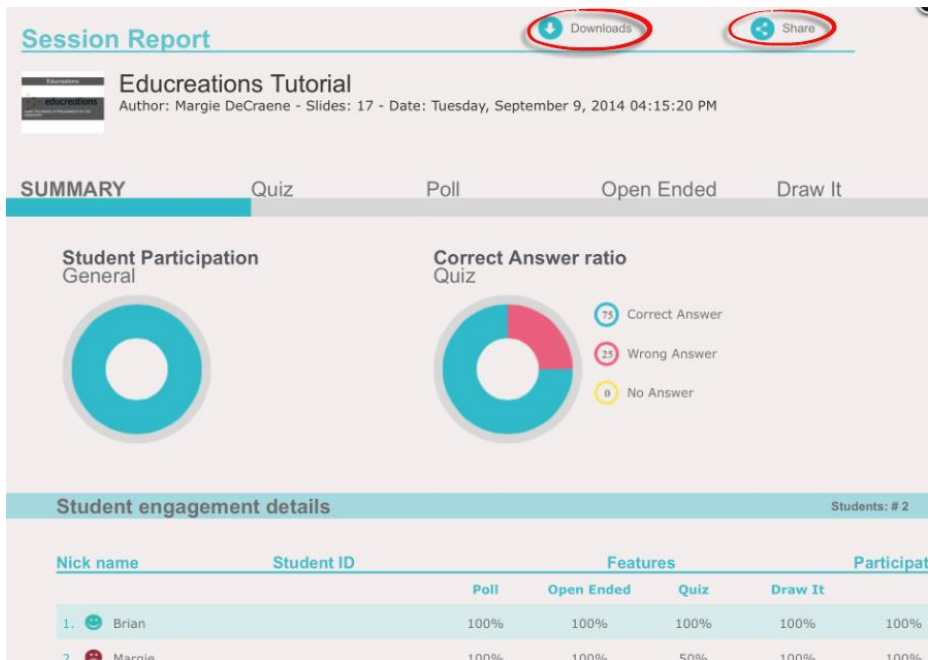
Note: The receiver of the email will receive the report as a .pdf attachment.

Reports from the Website
1. **Type** the following into the Internet Browser: http://nearpod.com/login
2. **Login** with your login name and password for Nearpod or with Google.
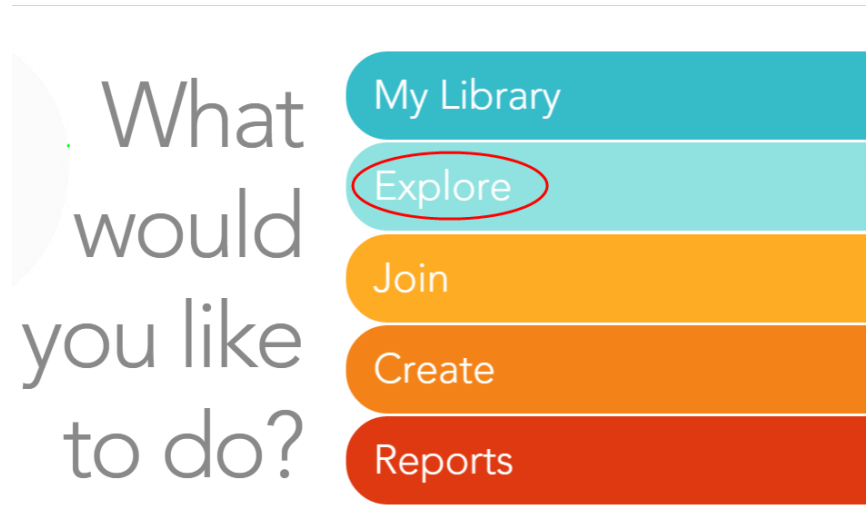3. **Click** on **Reports**
*Note: Now follow the same directions stated above for **Reports for the iPad**.*

Nearpod Explore
A search can be done to look for already completed presentation. Some of the presentations are FREE and some of them cost money.

1. To search for presentations from the **Home Menu, Click Explore**.

2. **Search** from the following categories:
   - **New**
   - **Top Free**
   - **Top Paid**
   - **Featured**
   - **Team Picks**

3. **Click** the **Left or Right Arrow** along each category to search for more presentations.

4. When you want to add a presentation to your cart, **Click on the presentation**.
   The details of the presentation will appear.

5. **Click** on **Add to Cart** located at the bottom of the page.
   *Note: Even **FREE** presentations need to be added to your cart*.

6. **Click View cart and checkout.**
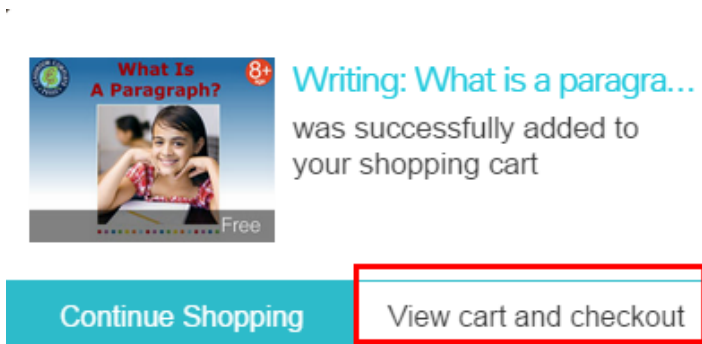
7. Review your order and **Click checkout**.

8. An **email will be sent** to you notifying that you have downloaded the presentation.

Woohoo! You've just downloaded **Writing: What is a paragraph?**.

We hope you are enjoying it!

The Team also recommends this content:
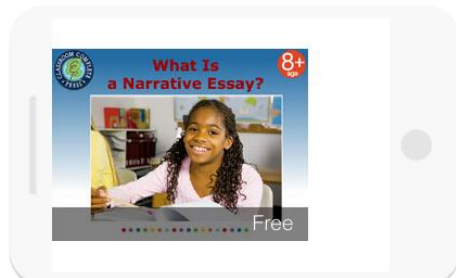
9. **Click My Library**, to view downloaded presentation.
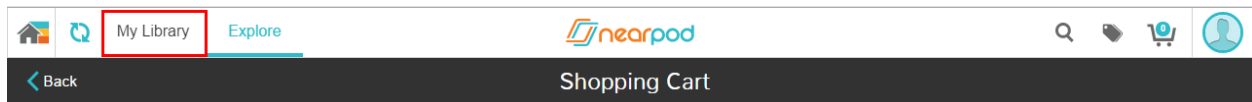
Nearpod Upgrade Options
The FREE Nearpod Version (Silver) allows for the following:

Storage Space: Up to 50 MB
Presentation Size: Up to 20 MB each
Students per Live Session: Up to 30 students
Reports: PDF Only

Note: Upgrades will allow for more storage space, features and options but will also include a fee for a subscription per month.

	Get Nearpod NOW! **Silver** FREE	Upgrade NOW! **Gold** $12 /month billed monthly $10 /month billed annually	Volume Discounts Available Contact Us **School** 5+ Teachers per school	Contact Us **District** 10+ Teachers
Nearpod App & Content Tool	✔	✔ + Extended features	✔ + Extended features	✔ + Extended features
Storage Space	Up to 50MB	Up to 3GB	Up to 10GB per teacher	Up to 20GB per teacher
Presentation Size	Up to 20MB each	Up to 40MB each	Up to 60MB each	Up to 80MB each
Students per Live Session	Up to 30	Up to 50	Up to 100	Up to 200
Nearpod Homework (Self-paced presentations)	✖	✔	✔	✔
Supported Platforms	🍎 + 🤖 + 🌐 + PC/Mac + Windows 8	🍎 + 🤖 + 🌐 + PC/Mac + Windows 8	🍎 + 🤖 + 🌐 + PC/Mac + Windows 8	🍎 + 🤖 + 🌐 + PC/Mac + Windows 8
Training & Support	Basic (Web & Twitter only)	Enhanced (Web, Twitter, email & phone)	Premium Dedicated Nearpod Specialists	Premium Dedicated Nearpod Specialists
Reporting	PDF	PDF & CSV Download	PDF & CSV Download & Advanced Options	PDF & CSV Download & Advanced Options
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