myNGconnect Overview

Navigation for Educators

Opening a component

Each myNGconnect component is represented by a button or link on the Home Page. You can launch or open a component by clicking the corresponding button or link.

You can also open components from the drop-down menu on the Home tab. To access components through this menu:

1. Hover your mouse over the arrow on the right of the Home tab. The drop-down menu will display with a list of available components. Checkmarks indicate open components.

2. Click a component in the list to open it or navigate to it.

Using component tabs

Each time you launch or open a new component, it will appear with the tab navigation at the top of the screen. You can navigate to an open component by clicking the corresponding tab. This will become your active component and will fill the main area of your browser window.

Navigation arrows appear when the number of tabs exceeds the display space. Click the forward or back arrow to bring additional tabs into view.

You can see a list of all open components on the drop-down menu to the right of the tabs. A list icon identifies this menu. Click the icon to view the menu. Click an entry to navigate to an open component. To close a component, click the x located on the right side of the tab.

Returning to the Home Page

To return to the Home Page from anywhere within myNGconnect, click the Home tab on the left of the screen.

Signing out of myNGconnect

When you have completed your work within myNGconnect, be sure to end your session by signing out of the system. This is important for protecting your privacy, especially on a shared machine.

To sign out of myNGconnect, click the "Sign out" text link at the top right corner of the screen.

Teacher Home Page

Home tab

The Home tab drop-down menu is accessible from the Home tab on the left of the Teacher Home Page. This menu lists all the available myNGconnect components.

To access components through this menu, hover your mouse over the arrow on the right of the Home tab. The drop-down menu will display with a list of available components. Checkmarks indicate open components. Click a component in the list to open it or navigate to it.

Opening an online book

The eEditions area of your Home Page allows you to launch the Book Chooser and select an online book.

1. In the eEditions area, click the carousel arrows to find your unit or kindergarten big idea.

2. Click the unit name or kindergarten big idea. This will launch the Book Chooser where you will see the Big Ideas Book cover for your selection along with the available online books.

3. Click the cover of the book you want to view under Step 2 of the Book Chooser. eEditions display in the eEdition component. PDFs display in a separate window with Adobe® Reader®.

Accessing the Lesson Planner, Digital Library, and Presentation Tool

You will find buttons for the Lesson Planner, Digital Library, and Presentation Tool in the middle of the Home Page.

To open one of these components, click the appropriate button. The component will open with its own top navigation tab. (The Presentation Tool will launch in full-screen mode.)

Accessing Teaching Tools

Teaching Tools include links to Class Management, Resource Directory, and Professional Development. These components provide helpful tools, resources, and information to assist in your instruction.

To access one of these components, click the appropriate link.

Searching for resources

Search allows you to find resources such as images and video clips to enhance classroom presentation and student understanding. You can look for resources by browse categories, search terms, or standards.

You can access Search by clicking the link on the component drop-down menu or by clicking the **Global Search** link in the Teaching Tools area.

To search for resources directly from the Home Page:

1. Enter a search term or phrase into the input box located within the Teaching Tools area.

2. Click the Search button. This will open a new tab containing your search results.

Links to external websites

The Home Page contains buttons that link to external National Geographic websites—National Geographic Kids and National Geographic Explorer.

Clicking either of these buttons will open the corresponding site in a new window.

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Teacher eEdition

About Teacher eEdition

The Teacher's eEdition is an electronic, online version of the Teacher textbook. Within the Teacher's eEdition, users can interact with the myNGconnect content in several ways, such as navigating various units and books, zooming in and out on content, making and saving notes, and highlighting content they deem important.

Notes

Adding a note

1. To add a note, first click the Note icon at the top of the eEdition component. This will display a sticky note at the bottom right of the page.

2. Enter your text within the body of the note, and use the tools at the top as needed to format your note. Notes are saved automatically.

Editing a note

1. To edit a note, first hover over a note with your mouse.

2. Then click anywhere inside the note. This will display the note in Edit mode.

3. Once in Edit mode, change the text as you would in any standard desktop publishing application. Your edits are saved automatically.

Deleting a note

1. To delete a note, from Edit mode, click the Delete button in the lower right corner of the note.

2. This will prompt you to confirm your deletion. Click "Delete" in the confirm window to delete the note.

Moving a note

To move a note, click on the icon and drag it to the desired spot on the screen.

Viewing a note

To view a note, hover over the note with your mouse. This will display the contents of the note.

Highlights

Adding a highlight

1. To add a highlight, first click the Highlight icon at the top of the eEdition component. This will enable the Highlight tool. Your cursor will become a plus sign (+).

2. Click and drag your cursor across the area of the page you wish to highlight.

Deleting a highlight

1. To delete a highlight, hover over the highlighted area with your mouse. This will reveal a close button (x) in the upper right corner of the highlight.

2. Click the close button to delete the highlight.

Navigation

Changing the page view

You can view your eEdition one page at a time or in 2-page spreads. Use the page view buttons at the top of the screen to change your view.

1. Click the single-page button to view the eEdition one page at a time.

2. Click the 2-page button to view the eEdition by 2-page spreads.

Turning the page

Use the navigation arrows at the bottom of the screen to navigate the eEdition one page at a time or by 2-page spreads.

1. Click the right arrow to view the next page or spread.

2. Click the left arrow to view the previous page or spread.

3. You may also click anywhere along the left side of the book display to turn to the previous page(s), or click anywhere along the right side of the book display to turn to the next page(s).

Returning to the previously viewed page

To view the page you were on previously, click the Last Page button, which appears like a Back button at the bottom of the screen.

Navigating to a specific page

1. To go directly to a specific page of the eEdition, enter the page number in the text box at the bottom of the screen. Then, press Enter on your keyboard.

2. To go directly to a spread in the 2-page spread view, enter the first page number of the spread, or enter the page range, e.g., 22-23. Then, press Enter on your keyboard.

Navigating to a specific part of the book

To navigate to a specific section or sub-section, use the Go To menu in the upper left corner of the screen.

1. First, click the Go To button to expand the menu.

2. Each section is expandable; use the arrow to expand and/or collapse the sections to locate the part you wish to view.

3. Click the subsection you wish to view, and it will be displayed on the screen.

Zooming in and out

You can expand or reduce your page view using the magnifying glass buttons at the bottom of the screen. Each time you click a magnifying glass, the view changes by 10%.

1. To zoom in, click the magnifying glass with the plus sign. You can expand your view up to 200%.

2. To zoom out, click the magnifying glass with the minus sign. You can reduce the view down to 70%.

3. You may also enter a percentage, between 70 and 200, in the box beside the Zoom tools at the top of the screen. Type the number and press the Enter key.

Changing books

1. To change books, first click the "Change Book" button, which appears at the top left corner of the screen.

2. This will display the Teacher Book Chooser dialog window, which contains a scrolling list of available books, organized by unit. Click a unit (from the Step 1 area) to view books within that unit.

3. To select a book, click a thumbnail book under Step 2. This will display the selected book within the Student eEdition or Teacher eEdition, or in a separate window with Adobe® Reader®, depending on your selection.

Search

Searching within the eEdition

1. To search within eEdition, first click the Search button, which appears as binoculars at the top right corner of the screen.

2. This will display a resizable search box. In the text box at the top, enter a word or short phrase to search for.

3. Click the Search button. This performs a search on the entire book. Results are displayed below, listed by page number, with the searched word or phrase in bold.

Media Assets

Playing an audio file

Embedded materials, such as audio files, are indicated within Teacher eEdition by clickable "hotspots."

1. To play an audio file, click the hotspot to launch the embedded file.

2. A pop-up player will display with a Play/Pause button. Click this button to play the audio.

Adjusting audio volume

Audio files appear within a pop-up player, which contain a volume control.

1. To adjust the volume, click and drag the control to the left (to decrease the volume) or right (to increase the volume).

2. You may also mute and un-mute the audio by clicking the speaker icon.

Playing a video

Embedded materials, such as video files, are indicated within Teacher eEdition by clickable "hotspots."

1. To play a video file, click the hotspot to launch the embedded file.

2. A pop-up player will display, containing the video. You may either click the play button in the middle of the video, or the play button at the bottom of the pop-up, to start the video.

3. Click the pause button to stop the video at its current spot. Click play to restart the video.

4. Move the slider to jump to an earlier or later spot in the video.

5. Click the full-screen icon to expand the video to fill your screen. Click escape on your keyboard to close the full-screen view.

6. Click the close icon to close the video player.

Viewing video captions

The video player includes captions, which display below the video.

1. Click Captions On to see text captions below the video.

2. Click Captions Off to turn off the caption display.

Adjusting video volume

You can control volume using the controls in the video player.

1. Click the speaker icon to mute the volume. Click the speaker icon again to turn off mute.

2. To raise the volume, click and drag the volume bar to the right.

3. To lower the volume, click and drag the volume bar to the left.

Lesson Planner

About Lesson Planner

The Lesson Planner is used to help teachers plan and manage their academic calendars. Within the Lesson Planner, teachers can obtain a daily view of scheduled lessons, organize and reschedule the lessons, associate resources and material to lessons, and view and edit activity information.

Lesson Plans

Adding a Lesson Plan

1. To add a new Lesson Plan, first click the "Create New Plan" button at the top of the Lesson Planner. This will display the Create Lesson Plan dialog box.

2. Enter a name for the Lesson Plan, select a starting date by clicking within the date field or clicking the calendar icon, and then select the unit to which your Lesson Plan applies. When you are happy with the name, start date, and unit you selected, click the Continue button.

3. This will display two Lesson Plan options—Pre-Made and Custom plan— along with a brief explanation of each. Select the appropriate option for your plan.

4. If a pre-made plan is chosen, you'll be asked to select which pre-made plan you wish to use. Select from the available options, then click the Save button.

5. If custom plan is chosen, the **Add Activity** window will be displayed.

Switching between Lesson Plans

You can control the Lesson Plan shown within Lesson Planner by using the "My Lesson Plans" drop-down.

Click the down arrow, and click to select from the available Lesson Plans in the list. This will update the Lesson Plan view.

Activities

Adding a pre-made activity

1. To add a pre-made activity to your Lesson Plan, first click the "Add Activity" button at the top of the Lesson Planner. This will display the Add Activity window.

2. Pre-made activities are displayed in a tree hierarchy, which, when opened, displays the corresponding activities and associated information. To schedule an activity, click in the date field or the calendar icon alongside the activity you wish to schedule.

3. This will display the scheduling calendar, from which you can select a date for the activity. Click the date for which you'd like to schedule the activity, then click the Save button.

4. This will display the Add Activity Confirmation window, showing any newly scheduled or unscheduled activities. Click Continue to confirm the new activity.

Creating a custom activity

1. To create a custom activity for your Lesson Plan, first click the "Add Activity" button at the top of the Lesson Planner. This will display the Add Activity window.

2. The Add Activity window contains a tree hierarchy of pre-made activities. Below these activities, you'll find a "Create a New Custom Activity" button. Click this button to begin creating your new custom activity.

3. This will display the "Create a Custom Activity" window. Fill in all the activity information; all fields are required except Description.

4. When you are satisfied with the information you entered, click the Save button. This adds the new activity to the Lesson Planner and the "My Custom Activities" folder within the Activities list.

Deleting/unscheduling an activity

1. To delete (or unschedule) an activity, first locate the activity in the Lesson Planner by navigating to the week during which that activity is scheduled.

2. Click the Delete icon, at the top right corner of the activity. This will display a confirmation pop-up; click Yes to confirm the deletion.

3. You may also delete an activity by locating the activity in the Lesson Planner weekly view, clicking the activity name to launch its Details, and clicking the Delete button within the Activity Details window.

Changing an activity's scheduled date

1. To change an activity's date, first locate the activity in the Lesson Planner, and click the activity name to launch its Details.

2. Click the Change Date link at the top of the Activity Details window.

3. This will display the calendar; click to choose another date for your activity, and then click the Save button. This will display a confirmation pop-up; click Yes to confirm the date change.

4. You may also change an activity's date, if the new date falls within the same week that it was originally scheduled, by locating the activity in the Lesson Planner weekly view, and clicking and dragging it to a new date within that week.

Adding a resource to a custom activity

1. To add a resource to a custom activity, first click the activity name to view its details.

2. Near the bottom of the Activity Details window, you'll see links to launch either the Digital Library or Teacher Resource Directory. Click one of the links.

3. The component will be displayed. From here, **search** or **browse** for the resource you wish to add.

4. Click on a resource to see the resource details.

5. Click the "Add to Planner" button, located in the top left corner of the detail window.

6. This will display a new window; from here, select a day from the date selector, on the right.

7. Choose an activity from the activity drop-down menu.

8. When you are satisfied with your selections, click the Save button.

Deleting a resource from a custom activity

1. To delete a resource from a custom activity, first click the activity name to view its details.

2. In the bottom half of the Activities Details window, you'll see a list of the resources associated with the activity. Click the Delete icon next to the resource you wish to delete.

3. This will display a confirmation pop-up; click Yes to confirm deletion of the resource.

Editing a custom activity

1. To edit a custom activity, first click the activity name to view its details.

2. Within the Activity Details window, you'll see Description information, with an Edit link beside the information. Click the Edit link to change this information.

3. This will transform the Description into editable text. Make any necessary changes, then click the Save button.

4. To edit the activity's duration, click the arrow in the Duration drop-down, and click to select the appropriate duration.

Adding or editing a day's note

1. To add a note for a specific day within Lesson Planner, first make sure the day for which you wish to add a note is displaying within the Weekly View.

2. Click the Note icon next to the day for which you wish to add a note.

3. Enter the text for your note within the box. Your note will be saved automatically.

4. Follow the same steps for editing a note's content.

Planner Daily View

Using the Planner Daily View

1. The Planner Daily View provides a quick look at the current day's lesson plans, and can be accessed from any component within the ecosystem. To open the Planner Daily View, simply click the "Planner Daily View" button at the top right of the screen.

2. The sliding panel will overlay on the existing window. Scroll down as needed to view the selected day's lessons.

3. If you wish to change the date being displayed, click the calendar icon, then click to select the appropriate date. You may also move to the

previous or next day by clicking the arrows to the left or right of the displayed date.

Presentation Tool

Daily Resources

Opening a resource from Daily Resources

Daily Resources provides a quick view and access to the student resources associated with the current day's activities from the Lesson Planner. It is organized by the activity schedule and is used for presenting to the class the scheduled resources, such as audio, video, images, enrichment activities, and eEdition pages. Upon opening Presentation Tool, Daily Resources will be displayed by default.

1. To open a resource, click to select it. It will then display in full-screen presentation mode.

2. If you have closed Daily Resources and navigated to another area, click the "Daily Resources" button at the top of the screen to view the list of activities and associated student resources, then click the resource you wish to view.

Unit Launch Videos

Selecting a Unit Launch Video

1. To select a Unit Launch Video to view, click the "Unit Launch Videos" button at the top of the screen to view the list of available videos.

2. Click to select the video you wish to view. It will open in full-screen mode; you may either click the Play button in the middle of the video, or the Play button just below it, to start the video.

Navigation

Looking at a specific day's resources

Within Presentation Tool, the current day's resources are displayed by default.

1. To view resources for another day, first click the calendar icon at the top of the screen.

2. This will display a calendar; simply click to select a date within the calendar. The Daily Resources panel will display, populated with the resources for the date that you selected.

Opening resource panels

You can navigate to various resources within Presentation Tool by using the resource panels, accessed through the buttons at the top of the screen. When you click a button, the sliding panel expands to show available resources.

Click a resource to open it in full-screen presentation mode. The panel will automatically close once you select the resource.

Opening an eEdition book

1. To open an eEdition book from within Presentation Tool, click the Student eEdition button at the top of the screen.

2. This will display the Book Chooser window, which contains a scrolling list of available books, organized by unit. Click a unit (from the Step 1 area) to view books within that unit.

3. To select a book, click a thumbnail book under Step 2. This will display the selected book within the Presentation Tool.

Clearing the screen

If you wish to clear the Presentation Tool screen, click the "Clear Screen" button, located in the top right corner of the screen. This will close any open resources and panels, so that the only items remaining are the top navigational buttons.

Exiting the Presentation Tool

1. To exit the Presentation Tool, click the "Close Tool" button, located in the top right corner of the screen.

2. This will display a confirmation message. Click Continue to close the Presentation Tool and return to the Teacher Home Page.

Media Assets

Playing an audio file

Within Presentation Tool, you can access audio files from the **Daily Resources** drop-down, or play them inside the **Student eEdition**, by clicking the appropriate icon.

Playing a video

Within Presentation Tool, you can access videos from the **Daily Resources** drop-down, **Unit Launch Videos** drop-down, or inside the **Student eEdition**.

Turning on video captions

Video files display within a pop-up player. Subtitle captions appear directly below the video. For information on turning on the captions, see the **Teacher eEdition Media Assets** help.

Adjusting video volume

Video files appear within a pop-up window, which contains a volume control underneath the video. For information on adjusting the volume, see the **Teacher eEdition Media Assets** help.

Viewing an image

Within Presentation Tool, you can access images from the **Daily Resources** drop-down.

Downloading an image

1. To download an image, after clicking to **view the image** in its original size, click the Download button, located below the image.

2. This will open a new window where you can specify to Open or Save the file.

Digital Library

About Digital Library

The Digital Library enables users to easily search & browse images and videos, and provides teachers with a means to add media resources to their Lesson Planner activities.

Search

Performing a Simple Search

The initial view of Digital Library contains a Simple Search function for locating videos or images.

1. To search, enter your term(s) in the Search field and click the Search button.

2. This will display your Search Results. From this screen, you may view details of the resulting videos/images, or refine your search using the Filter drop-downs on the left.

Browse

Browsing by categories

The initial view of Digital Library contains a Browse Categories function for locating videos or images.

1. To browse the Digital Library categories, click to select an appropriate category for the video or image.

2. This will display the videos/images from the categories you selected. From this screen, you may view details of the resulting videos/images, or refine your search using the drop-downs on the left.

Filter

Filtering results

Filters, such as Strand, Unit, and Grade, can help refine your search and uncover the video or image you are looking for.

1. To search using filters, first enter your search term(s) in the initial Search field on the main Digital Library screen. Then click the Search button. NOTE: You may also search using the **Browse Categories** function.

2. This will display your Search Results. From this screen, you may use the Filter drop-downs to refine your search. Click the appropriate drop-down to select the Strand, Unit, Grade, and/or Resource Type for the video/image, then click Search to view the filtered results.

Resource Details Page

Previewing Details

1. To preview the Details of Digital Library videos/images, first locate the videos/images using the **Search** or **Browse Category** function.

2. Hover over the item with your mouse; this will display the Details, such as unit and description, for the item.

Viewing a resource

1. To view a resource from Digital Library, click the resource from the search results screen. This will display all the item's Details, as well as the video/image itself.

Adding a resource to the Planner

You can add a resource to any custom activity in your lesson plan. Custom activities display in the Daily Planner with a star icon. If a custom activity is not available on the day you'd like, open your planner and add one.

1. To add an item to the Planner, first navigate to select the appropriate resource (see the **View Resource** help information for instructions on Viewing a Resource).

2. Click the "Add to Planner" button, located on the right side of the screen.

3. This will display a new window; from here, select a day on the planner preview, at the right. Review the day for a target custom activity.

4. Select the target custom activity from the activity drop-down menu.

5. Click Save to add the resource to your custom activity.

Previewing an image

1. To preview an image, after locating the image through **Search** or **Browse Category**, click to view the item.

2. This will display the Details of the image, along with the image displayed in the top right corner of the screen. Click the Preview button, located above the image, to launch the image in Preview mode.

Downloading an image

1. To download an image, after locating the image through **Search** or **Browse Category**, click to view the item.

2. This will display the Details of the image, along with the image displayed in the top right corner of the screen. Click the Download button, located above the image, to download the file.

3. This will open a new window where you can specify to Open or Save the file.

Global Search

About Global Search

The Global Search allows users to search for any learning resources in the system using keywords, resource types, or standards. Users may preview the various resources and/or add them to their Planner.

Search

Performing a Simple Search

Once the Global Search component is active, you can use the Simple Search function to search using text entries and, if desired, filter the results using the Resource Type selector. Using the entry fields, you can search for all words, an exact wording or phrase, or for one or more words; you can also exclude words from your search.

1. To use Simple Search, first click to select the Simple Search option at the top of the screen.

2. Enter your relevant search terms in the text boxes.

3. Click the Resource Type drop-down and then click to select the appropriate resource type from the list, or leave it set to "All Resource Types."

4. Click the Search button; this will display the results of your search within a table. If there is more than one page of results, navigate forward and back using the arrows at the top right. At the top of the results, you will see a box titled "Your Search Criteria." This box shows values on which your search is based.

5. From the results page, you can click one of the resource rows to preview it or click "Back to Search" to return to the search dialog.
NOTE: Some of the search results may be grayed out; when you hover over these results with your mouse, you will see a "Subscription Required" note. This means your class (or district) has not subscribed to the corresponding unit.

Searching by standards

Using the Standards Search tool within Global Search, you can search for resources that are correlated to a standard.

1. First, click to select the Standards Search option at the top of the screen.

2. Select the grade associated with your standard(s) by clicking the Grade drop-down and then clicking the appropriate grade from the list, or leave the list set to All to find standards in all grades.

3. Select the appropriate standard strand by clicking the Standard Strand drop-down and then clicking the appropriate strand from the list, or leave the list set to All to find standards in all strands.

4. If you wish to add keywords that pertain to your search, enter them in the "Keywords:" text box.

5. Click the "Find Standards" button to display the resulting standards.

6. Click and drag one or more standards to the Target Standards pane to include in your search for resources.

7. Click the Search button on the bottom right to search resources correlated to your target standards.

8. This will display the results of your search within a table. If there is more than one page of results, navigate forward and back using the arrows at the top right. At the top of the results, you will see a box titled "Your Search Criteria." This box shows values on which your search is based.

9. From the results page, you can click one of the resource rows to preview it or click "Back to Search" to return to the search dialog.
   NOTE: Some of the search results may be grayed out; when you hover over these results with your mouse, you will see a "Subscription Required" note. This means your class (or district) has not subscribed to the corresponding unit.

Resource Details Page

Sorting results

Initial search results are sorted by relevancy, with the best matches listed first. You can re-sort the results by any column heading.

Click the Sort drop-down arrow, then click to sort by Relevancy, Resource Type, Title, Strand, Unit, Grade, or User. Results will then display sorted by the heading you selected.

Hovering over a row for details

Global Search results display in a table, detailing each resource's type, title, strand, unit, grade, and user. If the information returned contains too many

characters to display within the table, "more" will be displayed to indicate that more information is available.

Hover your mouse over the "more" text to display the additional details.

Viewing additional resource details

Global Search results display in a table, detailing each resource's type, title, strand, unit, grade, and user.

If you wish to view additional details about the resource, such as a description, caption, category, or unit connection information, click the resource row.

Previewing an item

You can preview image, video, SWF, or PDF-based files within the Global Search.

1. To preview an item, first navigate to select the appropriate resource.

2. Click the Preview button, located on the right side of the screen. This will open the item.

Viewing a resource's Unit Connection

The Unit Connection table displays the strand and unit to which a resource is used or connected. You can view a resource's Unit Connection within the resource's detail view.

To view a Unit Connection, from the Search Results screen, click the resource you wish to view. This will display details of the resource, including its Unit Connection, in the bottom half of the screen.

Viewing a resource's Location in the Student eEdition

You can view a resource's Location in the Student eEdition, which details the selected resource's unit, book, and page, within the resource's detail view.

To view a resource's location information, from the Search Results screen, click the Resource you wish to view. This will display details of the resource, including its Location in the Student eEdition, in the bottom half of the screen.

Downloading an item

You can download audio MP3, image, PDF, and ZIP files from Global Search.

1. To download an item, first navigate to the resource's detail page.

2. Click the Download button, located on the right side of the screen.

3. This will open a new window where you can specify to Open or Save the file.

Adding a resource to the Planner

You can add a resource to any custom activity in your lesson plan. Custom activities display in the Daily Planner with a star icon. If a custom activity is not available on the day you'd like, open your planner and add one.

1. To add an item to the Planner, first navigate to select the appropriate resource's **detail page**.

2. Click the "Add to Planner" button, located on the right side of the screen.

3. This will display a new window; from here, select a day on the planner preview, at the right. Review the day for a target custom activity.

4. Select the target custom activity from the activity drop-down menu.

5. Click Save to add the resource to your custom activity.

User Management

Rostering

About Rostering

Rostering is the process of placing students into each Teacher's class for myNGconnect, and assigning corresponding usernames and passwords. Each class is also set up with the appropriate unit subscriptions and created in the correct district and school.

When an order is placed, an NGSP support representative initiates Rostering by contacting the district's "Subscriber Contact" (stated on the "eProducts Supplemental Order Form" which is part of the purchasing paperwork). If the district's "Subscriber Contact" has not been in contact with an NGSP support representative, then they should call NGSP Tech Support at 1-866-710-1573 ext. 2.

Class Management

Viewing Class Details

When entering Class Management, the Detail information for the current class appears by default.

For information on viewing Details for another class, see the **Changing Classes** help section.

Printing Class Details

1. In the Class Details view, click the Print link or icon, located in the top right corner of the screen.

2. This will display a new window containing a printer-friendly version of the Class Details. Click the Print button at the top to print the Class Details.

Changing classes

1. To change classes, click the class drop-down at the top right corner of the screen.

2. This will display a list of your classes, if you have more than one class. Clicking a class from the drop-down will display the details screen for that class.

Viewing Student Details

1. To view Student Details, first, **view the Class Details** for that student's class.

2. Click the "View details" link alongside the appropriate student.

3. This will display the Student Details page, listing the selected student's name, class/school/district information, birthday/gender, login information, and subscriptions.

Printing Student Details

1. To print a student's details, first **view the Details page** for that student.

2. Click the Print link or icon, located in the top right corner of the screen.

3. This will display a new window, containing a printer-friendly version of the selected student's Details page. Click the Print button at the top to print the student's Details.

Changing a student's password

1. To change a student's password, first, **view the Details page** for that student.

2. Then, click the "Change Password" link, located in the Login Information area.

3. This will display the Change Password window; simply click the new pictures for the student's password, and then click the Save button. The pictures you selected will become the student's new password.

Printing a student's username/password

1. To print an individual student's password, first, **view the Details page** for that student.

2. Click the "Print Password" link, located in the Login Information area.

3. This will display a new window, containing a printer-friendly version of the selected student's password. Click the Print button at the top to print the password.
NOTE: You can also print a single student's username/password by following the same steps as for **printing multiple students' usernames/passwords**, and selecting a single student.

Printing multiple students' usernames/passwords

1. In Class Details, select the students whose passwords you wish to print using the checkboxes beside their names.

2. When you've selected all the appropriate students, press the "Print Selected Passwords" button.

3. This will display a new window containing a printer-friendly version of the selected students' passwords. Click the Print button at the top of the window.

4. After you've printed the printer-friendly password page, close the popup window.

Teacher Resource Directory

About Teacher Resource Directory

The Teacher Resource Directory enables teachers to browse both student and teacher-facing program resources, and provides teachers with a means to preview, download, and add media content to their Planners.

Navigation

Selecting a unit

Upon entering the Teacher Resource Directory, you must first choose a unit.

1. To select a unit, click the arrow to expand the unit selector, and then click a unit from the list.

2. This will display a left menu showing the resource groups for the selected unit. Click to select a resource group from the menu.

Navigating the Directory

The Resource Directory provides an expandable menu of the resource group.

1. To navigate the Directory, first click a unit from the unit selector on the left side of the screen.

2. This will display a left menu showing the resource groups for the selected unit. Click a resource group from the menu. The resources associated with the menu item you selected will be displayed on the right side of the screen.

Resource Details Page

Viewing a resource

1. To view a resource from the Directory, first click a unit from the unit selector on the left side of the screen.

2. This will display a left menu showing the resource groups for the selected unit. Click to select a resource group from the menu.

3. The resources associated with the menu item you selected will be displayed on the right side of the screen. To view a resource, click anywhere in that resource's row. This will display the details for your

selected resource.

Previewing an item

1. To preview an item, first navigate to **select the appropriate resource**.

2. Click the Preview button, located on the right side of the screen. This will open the item.

Downloading an item

You can download audio MP3, image, PDF, and ZIP files from the Resource Directory.

1. To download an item, first navigate to **select the appropriate resource**.

2. Click the Download button, located on the right side of the screen.

3. This will open a new window where you can specify to Open or Save the file.

Adding a resource to the Planner

You can add a resource to any custom activity in your lesson plan. Custom activities display in the Daily Planner with a star icon. If a custom activity is not available on the day you'd like, open your planner and add one.

1. To add an item to the Planner, first navigate to **select the appropriate resource**.

2. Click the "Add to Planner" button, located on the right side of the screen.

3. This will display a new window; from here, select a day on the planner preview, at the right. Review the day for a target custom activity.

4. Select the target custom activity from the activity drop-down menu.

5. Click Save to add the resource to your custom activity.