



# SAUNDERS

TRADES & TECHNICAL HIGH SCHOOL

## Tech Handbook

### Teachers Edition



# Saunders Tech Handbook

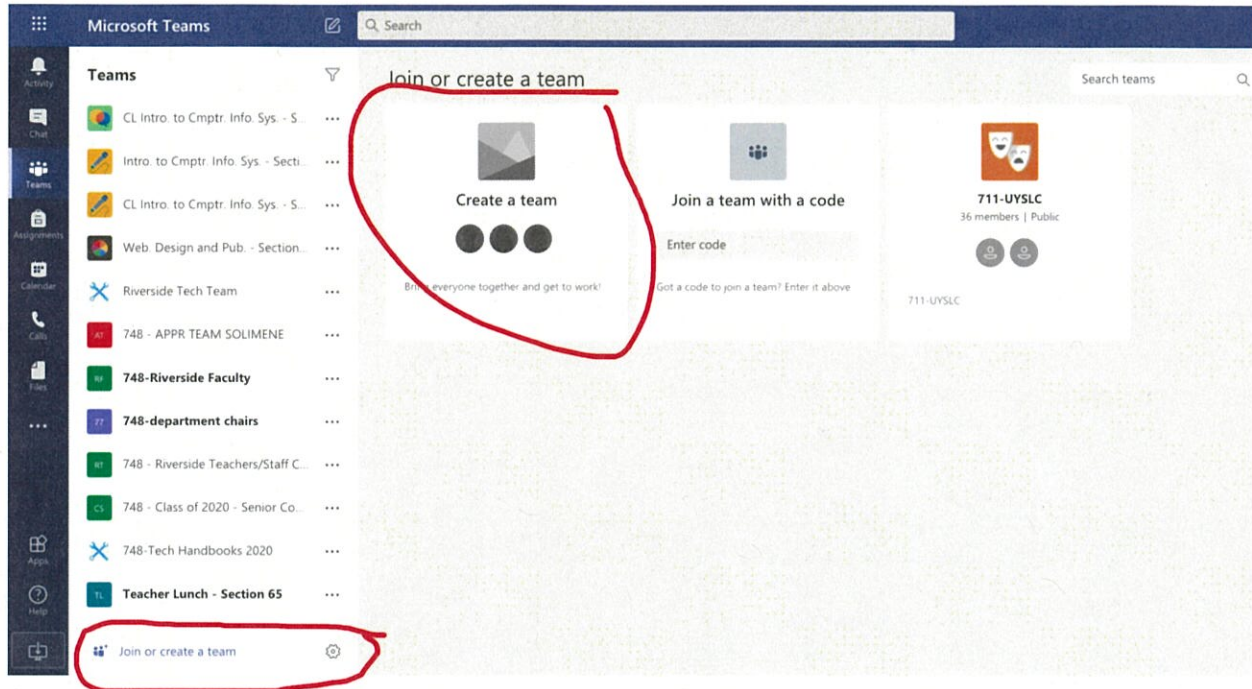
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# CREATE A TEAM IN MICROSOFT TEAMS



1. Click Join or create a team
2. Click Create a team
3. Next screen will appear



1. Click the team you want to create.
2. If you click Class, the next screen will appear below

## Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Description (optional)

[Create a team using an existing team as a template](#)

Cancel

Next

1. Name your team. For your team not to disappear use code      in the beginning.  
Example:      – Practice
2. You can add a description to the Team created

## Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Description (optional)

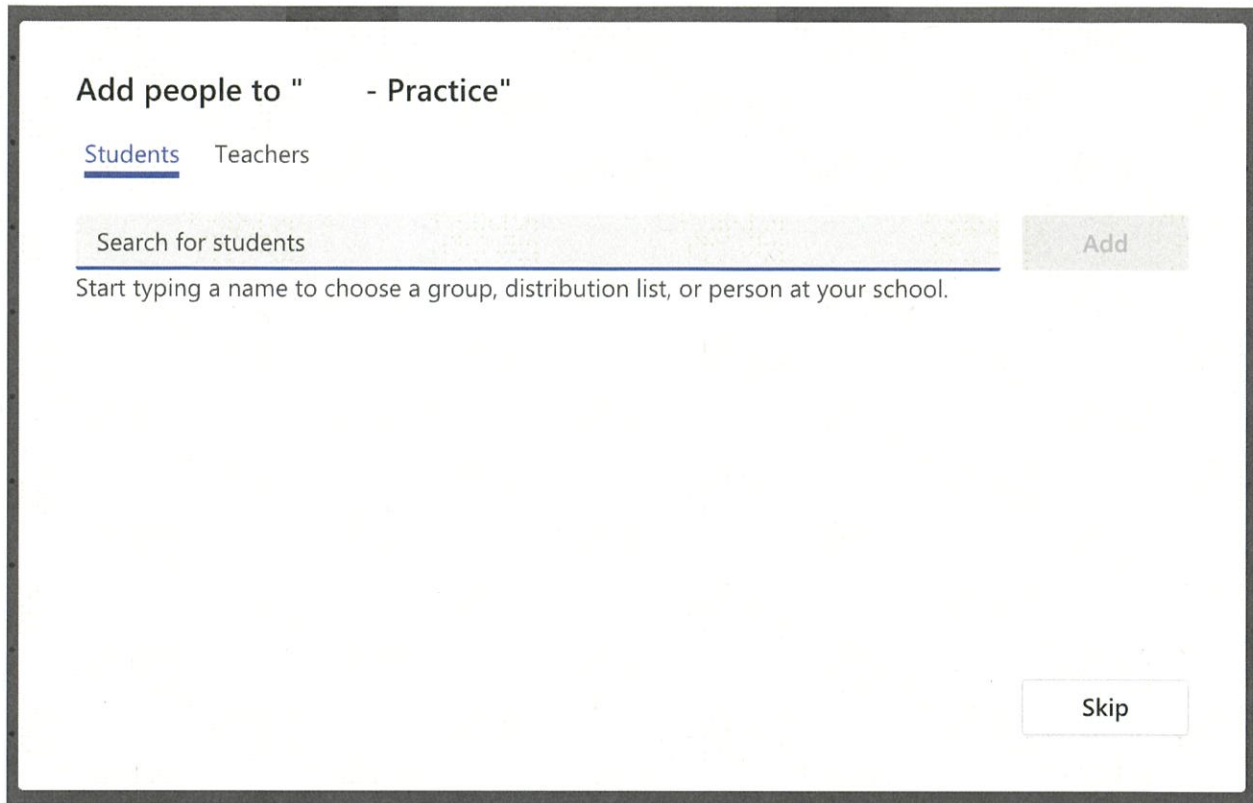
[Create a team using an existing team as a template](#)

Cancel

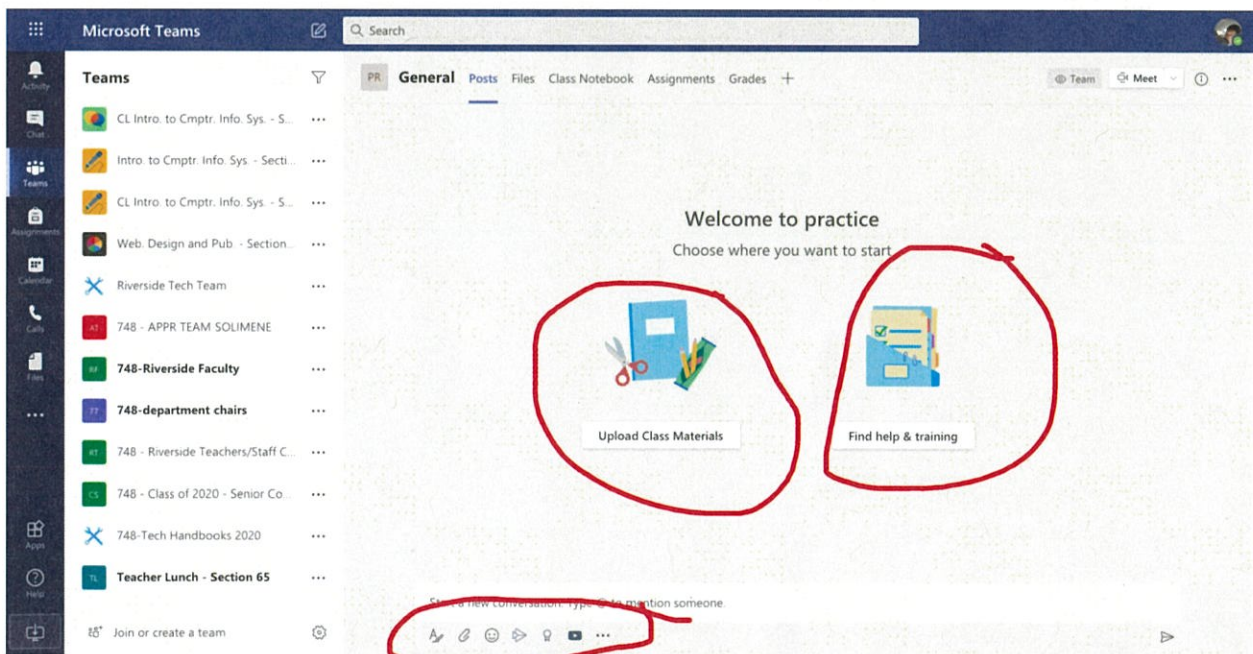
Next

1. Click Next
2. This screen below will appear
3. Add students and/or teacher
4. Click Add or skip screen for now





1. This screen will appear next



- A. Option to upload Class Materials
- B. Find help for training
- C. New Conversation Icon



D. Attach a file icon



E. Emoji Icon



F. Stream Icon



G. Appraisal Icon



H. YouTube Video Icon



I. Find New Application 3dots



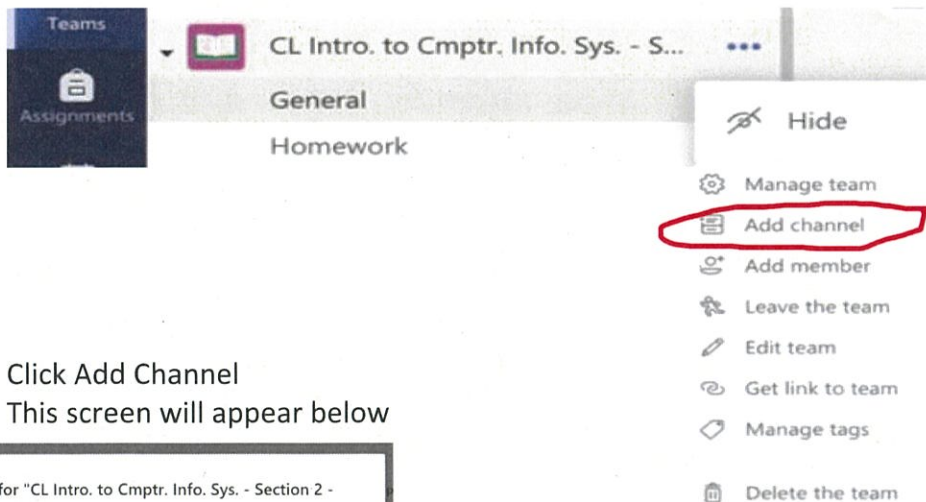


# ADDING CHANNELS TO A TEAM IN MICROSOFT TEAMS

1. Choose the TEAM you want to Add the Channel to
2. Click the 3-dots - ...




3. This menu will appear below

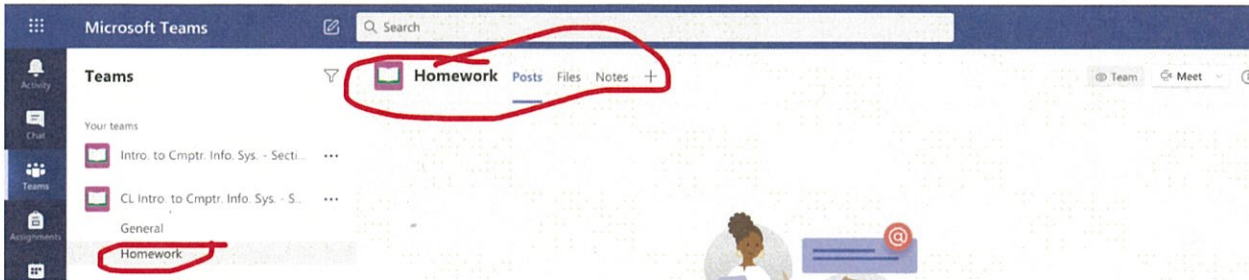


4. Click Add Channel
5. This screen will appear below

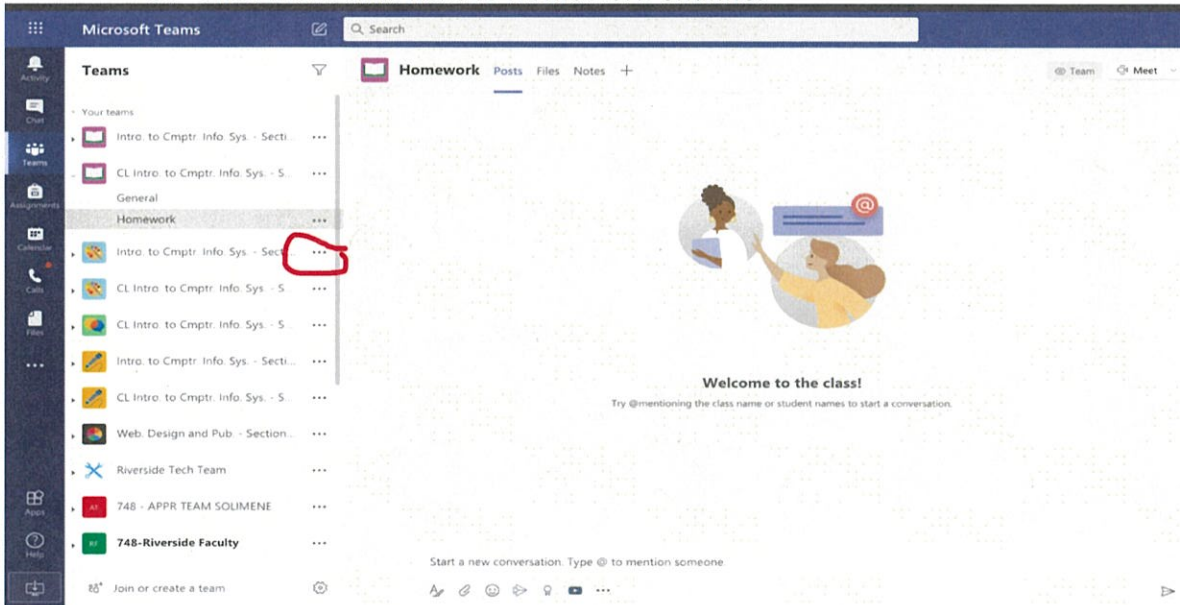
A screenshot of the 'Create a channel' dialog box. The title is 'Create a channel for "CL Intro. to Cmpt. Info. Sys. - Section 2 - Per. 1" team'. The 'Channel name' field contains 'Homework'. The 'Description (optional)' field contains 'All students homework assignment will be attached in this channel called Homework'. The 'Privacy' dropdown is set to 'Standard - Accessible to everyone on the team' and is circled in red. There are two other options: 'Standard - Accessible to everyone on the team' and 'Private - Accessible only to a specific group of people within the team'.

6. Type Channel Name

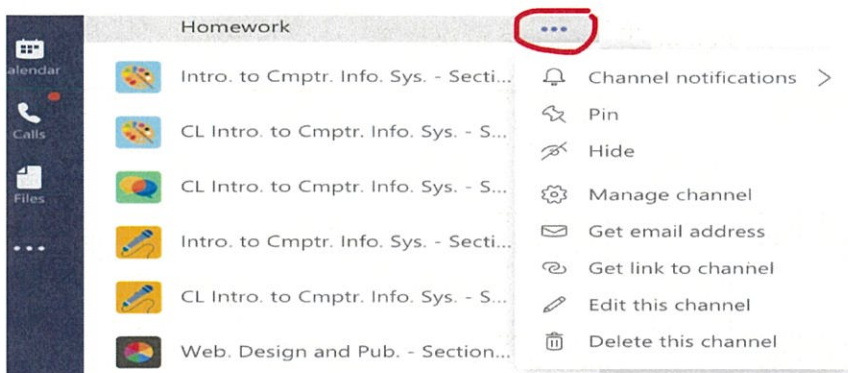
7. Add standard or private to control
8. Channel created will be added under the TEAM selected
  - a. Post information
  - b. Add files
  - c. Add Notes
  - d. Plus, sign to add applications to the top 



9. Click the 3-dots next to Homework Channel



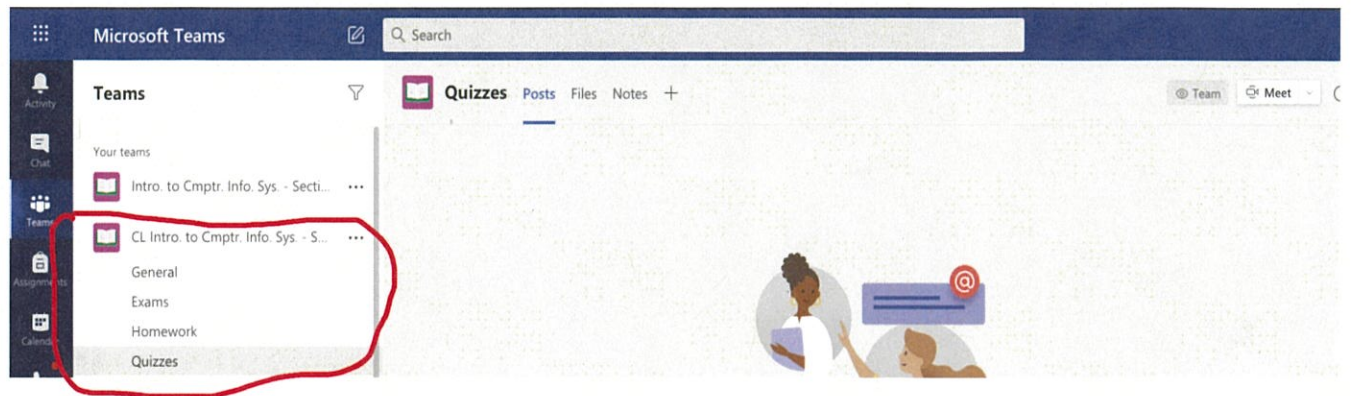
10. This menu will appear to make changes to the Channel





**NOTE: TEACHERS CAN ADD MULTIPLE CHANNELS UNDER ONE TEAM.**

Example screen below:

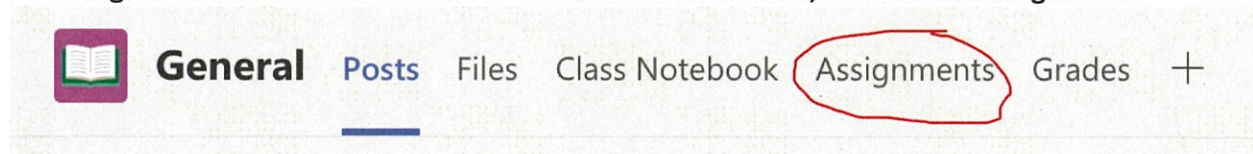


## CREATE ASSIGNMENTS IN MICROSOFT TEAMS

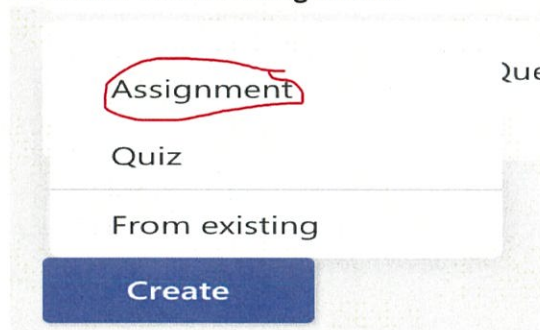
Create assignments for your students in Microsoft Teams. Manage assignment timelines, instructions, adding resources to turn in, adding existing assignments and creating quizzes.

**Note:** The Assignments tab is [only available in class teams](#).

1. Navigate to the General channel in the desired classroom, then select Assignment.



2. Select Create>Assignment.



3. Enter a title for this assignment – this is required.

4. Provide more information for the assignment. The following steps are optional:

A screenshot of the 'New assignment' form in Microsoft Teams. The form includes the following sections: 'Title (required)' with the text 'Computer Information Systems'; 'Add category' link; 'Instructions' with a text area and 'Add resources' link; 'Points' with a text area and 'Add rubric' link; 'Assign to' section with 'CL Intro. to Cmpt. Info. Sys. - Section 2 - Per. 1' and 'All students' (circled in red); 'Date due' with 'Mon, Jul 27, 2020'; and 'Time due' with '11:59 PM'. At the top right are buttons for 'Discard', 'Save', and 'Assign'. At the bottom, it says 'Assignment will post immediately with late turn-ins allowed. Edit'.



- Choose multiple classes or individual students in one class to assign to.
- Decide if students who join this class in the future should receive this assignment. By default, only students who are in your class now will receive it.

To do this, select **Edit** next to **Don't assign students added to this class in the future**. Make your selection, and then select **Done**.

Assign to

CL Intro. to Cmptr. Info. Sys. - Section 2 - Per. 1

All students



Don't assign to students added to this class in the future **Edit**

This screen will appear below. Make your selections, then press Done.

#### Edit student assignment settings

- ☒ Don't assign to students added to this class in the future.
- ☐ Assign to all students added to this class in the future.


Cancel

Done

**Note:** If you choose a close date, any student who joins will receive this assignment until the close date.

- Add additional instructions.
- Attach resources to the assignment by selecting **Add resources**. During this step, add a document from your personal OneDrive, computer, or create a blank Word, Excel, or PowerPoint document to hand out to your students.

The default for the fill will be **Students can't edit**, which means the document is read only. This is a great option for reference materials.

Select **More options**  > **Students edit their own copy** if you'd like each student to edit their own document and turn it in for a grade.

## Instructions

Enter instructions



Assignment 1 - Computer Questions.docx

Students can't edit



Add resources

This little menu will appear after selecting more options (3 dots) below:

Students edit their own copy

Students can't edit ✓



Open in Teams



Open in Word



Open in Word Online



Download



Remove

- Select a due date and time.

For more assignment timeline options, select **Edit**. Here, you can customize when your assignment will be posted to students and when it will close for turn-ins. By default, no close date will be selected, which allows students to turn in assignments late.

Date due

Mon, Jul 27, 2020



Time due

11:59 PM



Assignment allows late turn-ins

**Edit**



This screen will appear after selecting Edit. Insert a timeline, then press Done.

### Edit assignment timeline



#### Due date

Due date

Mon, Jul 27, 2020



Due time

11:59 PM



#### Close date

Close date

Mon, Jul 27, 2020



Close time

11:59 PM



Assignment is due on Monday, July 27 at 11:59 PM. Late turn-ins allowed.

Cancel

Done

- Select the amount of points this assignment is worth, if any. You can use points on any number-based scale including whole numbers of 100 and set your own denominator.
- Select Add rubric to add a grading rubric
- Add a category
- Sync assignment to Turnitin

#### Note:

- Assignments will post to channels that are visible to all students in the class selected.
- Assignments to multiple classes or individual students can only post to the General channel.

5. Select **Assign**. Your students will be notified of the new assignment on the day you specified and the notification linking to this assignment will post in the channel you selected.

New assignment

Saved: Jul 26, 7:27 PM

Discard

Save

Assign

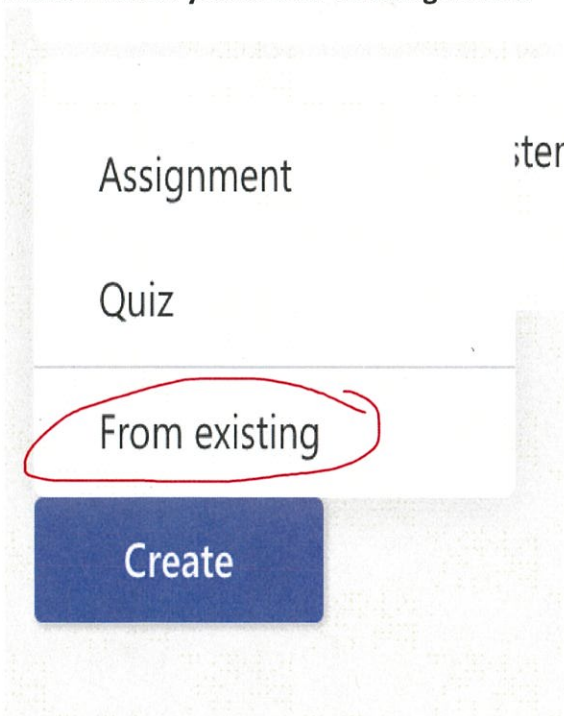
Enter title

 Add category

The notification link to this assignment will look like this on the channel you selected.



6. Adding **existing assignments** to another team. Click from existing, which is the same create button when you create an assignment.



- After this screen will appear.

Choose a class to reuse from.

Search classes

- 7 748 - Remote Learning HH
- RT Riverside Tech Team
- T Teacher Prep - Section 65
- T Teacher Lunch - Section 65
- C CL Intro. to Cmptr. Info. Sys. - Section 1 - Per. 4
- I Intro. to Cmptr. Info. Sys. - Section 3 - Per. 5
- W Web. Design and Pub. - Section 1 - Per. 7

Cancel

Next

- This screen will appear. Choose a class to reuse from.

Choose a class to reuse from.

Search classes

- C CL Intro. to Cmptr. Info. Sys. - Section 1 - Per. 4 ✓
- I Intro. to Cmptr. Info. Sys. - Section 3 - Per. 5
- W Web. Design and Pub. - Section 1 - Per. 7
- I Intro. to Cmptr. Info. Sys. - Section 1 - Per. 1
- I Intro. to Cmptr. Info. Sys. - Section 2 - Per. 3
- C CL Intro. to Cmptr. Info. Sys. - Section 2 - Per. 1
- C CL Intro. to Cmptr. Info. Sys. - Section 3 - Per. 3

Cancel


Next

- This screen will appear. Click Next and choose the assignment to reuse.



## Find an assignment to reuse.



Search assignments 

Assignment title	Due date ▼
Online Learning Video & Questions Assignment	May 1, 2020 ✓
Assignment 1 - Computer Questions -	Apr 20, 2020
Cyber Security	Apr 20, 2020
System Unit	Apr 20, 2020
Computer Questions	Mar 27, 2020


[Cancel](#) [Back](#) [Next](#)



- This screen will appear. Repeat the same process if you need to change the due date, points, instructions and rubric. Then press assign.

**New assignment** [Discard](#) [Save](#) [Assign](#)


*Copying...*


Points  
10

 [Add rubric](#)


Assign to  
CL Intro. to Cmptr. Info. Sys. - Section 2 - Per. 1  All students 

Don't assign to students added to this class in the future. [Edit](#)

Date due  
Tue, Jul 28, 2020 

Time due  
11:59 PM 

Assignment will post immediately with late turn-ins allowed. [Edit](#)

Settings  
 Post assignment notifications to this channel: General [Edit](#)

7. Creating a quiz in Teams. Click Quiz, which is the same create button when you create an assignment and/or existing assignment.

Assignment item:

Quiz

From existing

Create

- This screen will appear next. Choose a quiz you created in using Microsoft Forms and press next.

Forms

Add the quizzes you create in Microsoft Forms to your assignment.

Search

Choose a Quiz: + New Quiz

Untitled quiz  
Apr 30, 2020

Introduction to Microsoft Word Quiz  
Mar 22, 2020

Cancel Next

- This screen will appear. Repeat the same process if you need to change the due date, points, instructions and rubric. Then press assign.

## New assignment

Discard

Save

Assign

Saved: Jul 27, 4:27 PM

Title (required)

Introduction to Microsoft Word Quiz

 [Add category](#)

Instructions

Enter instructions

 Introduction to Microsoft Word Quiz (CL Intro. to Cmptr. Info. Sys. - Section 2 - Per. 1) ...

Points

75 points possible

Assign to

CL Intro. to Cmptr. Info. Sys. - Section 2 - Per. 1  All students 

Don't assign to students added to this class in the future. [Edit](#)

Date due

Time due

Tue, Jul 28, 2020



11:59 PM



Assignment will post immediately with late turn-ins allowed. [Edit](#)

Settings

- This screen will appear next. The quiz created will be added under the assign tab.





> Drafts

✓ Assigned (5)

Cyber Security Computer Information Systems  
Due April 20, 2020 3:00 PM

0/3 turned in

0 reviewed

System Unit Computer Information Systems  
Due April 20, 2020 3:00 PM

0/3 turned in

0 reviewed

Online Learning Video & Questions Assignment  
Due May 1, 2020 8:00 PM

0/3 turned in

0 reviewed

Computer Information Systems  
Due today at 11:59 PM

0/3 turned in

Introduction to Microsoft Word Quiz  
Due tomorrow at 11:59 PM

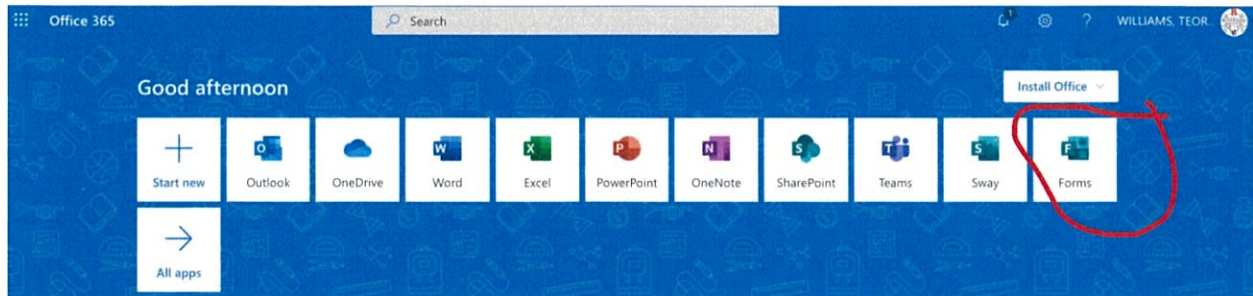
> Graded

Create

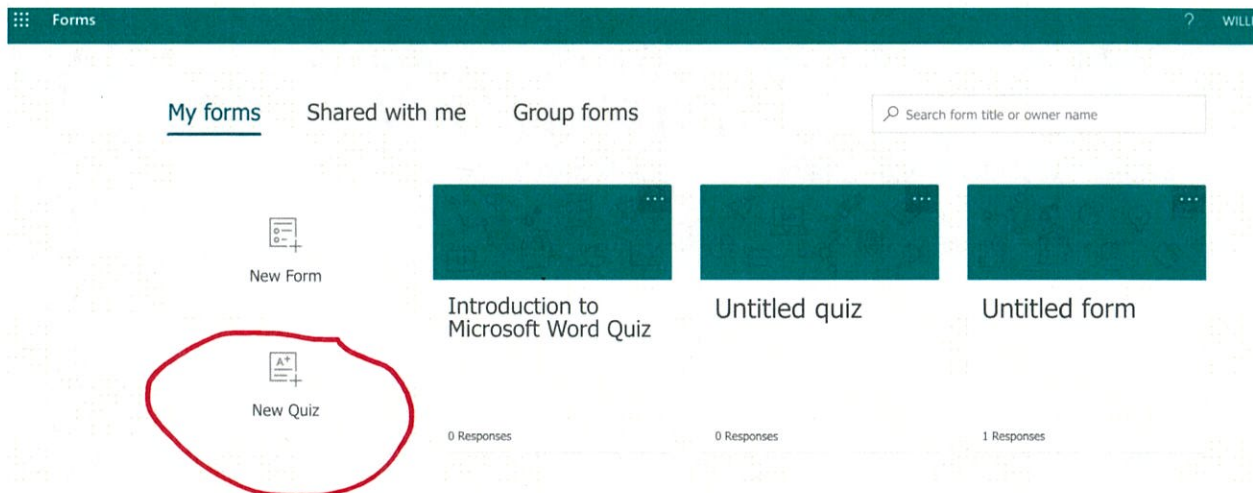


## CREATE A QUIZ IN MICROSOFT FORMS

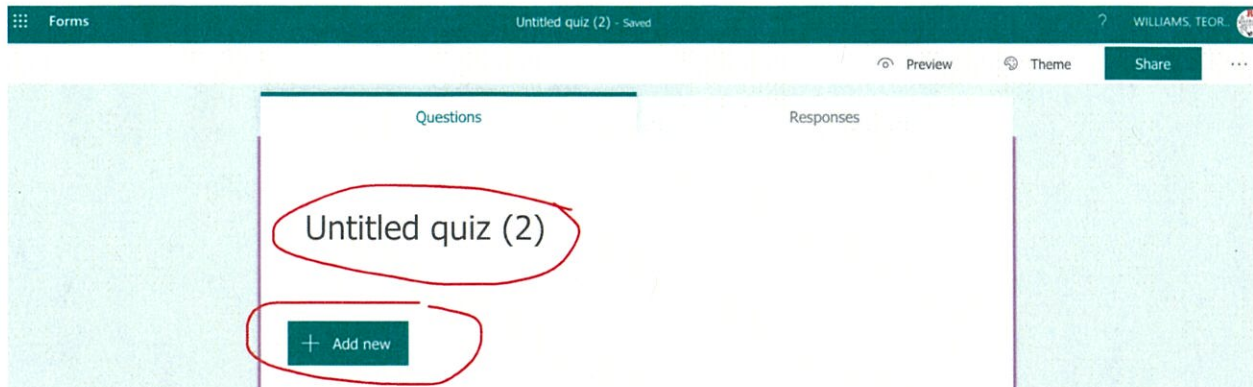
1. Click on the Forms icon.



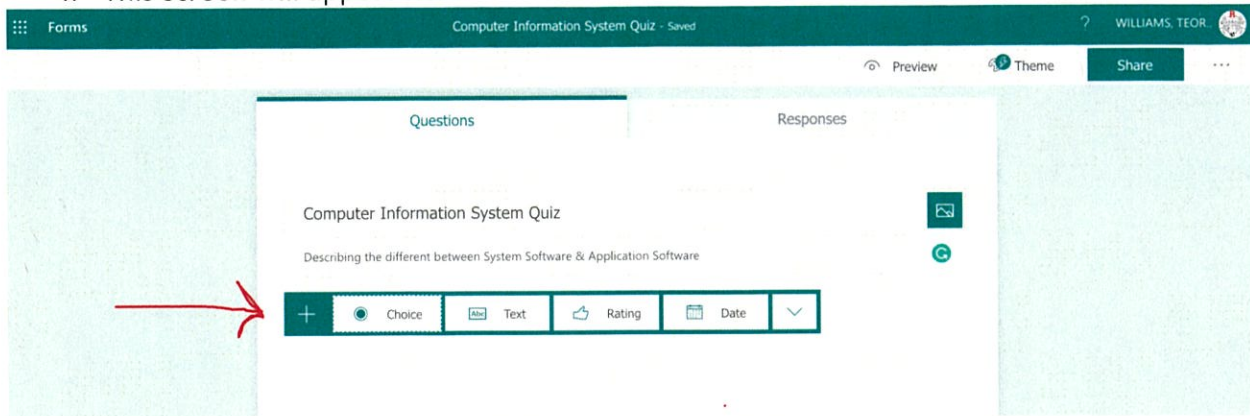
2. This screen will appear next. Click on New Quiz.



3. This screen will appear next. Click on Untitled quiz and add a title, a description about the quiz and add new. Once you click on untitled quiz a description text box will appear.



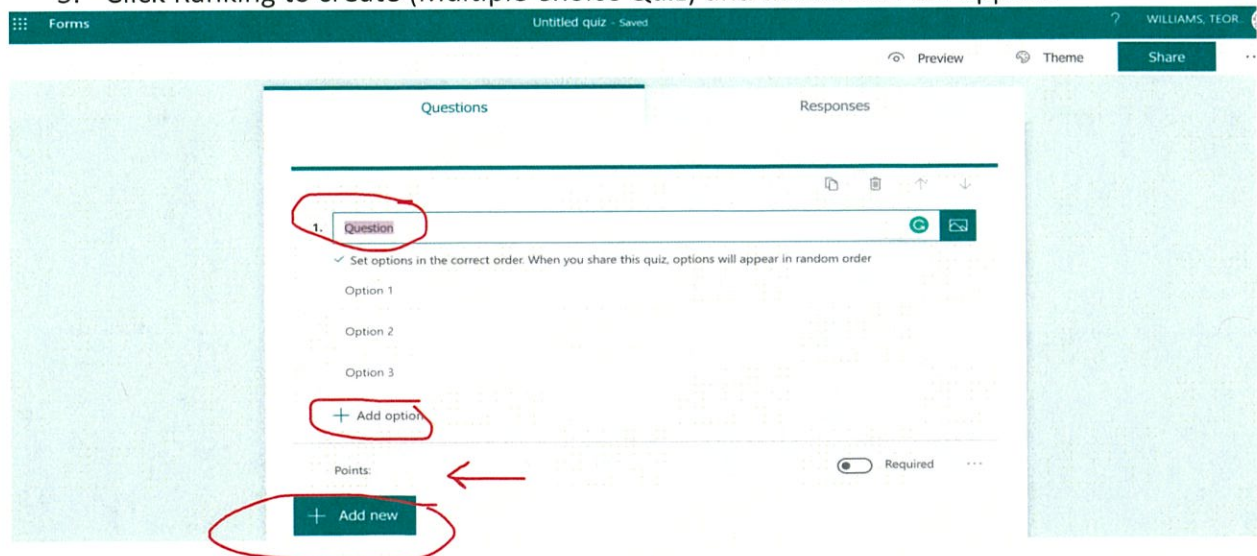
4. This screen will appear next.



- Choice option will be used to create multiple choice quizzes
- Text option will be used for short answer questions
- Teachers/students can rate this quiz
- Date option will be used to set due dates
- Down arrow gives more options



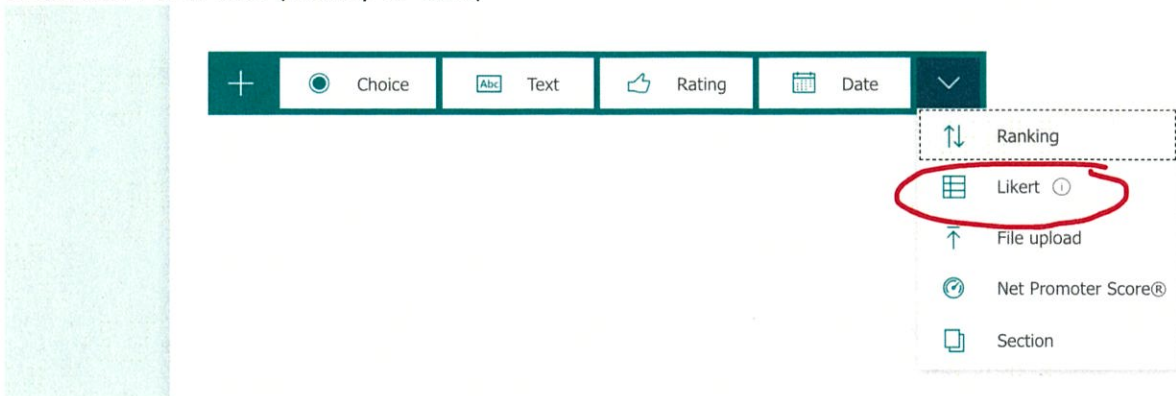
5. Click Ranking to create (Multiple Choice Quiz) and this screen will appear:



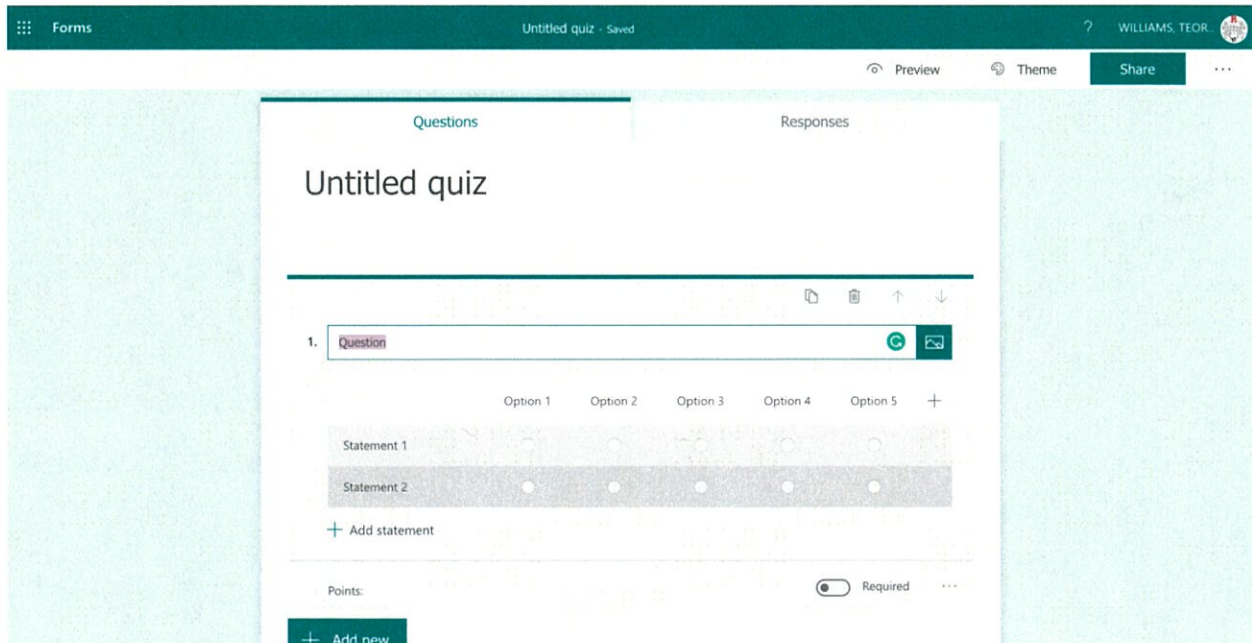


- Type your question
- Type your options
- Click add more options
- Add points to each question
- Click Add new to add a different question

6. Click Likert to create (Survey or Quiz)

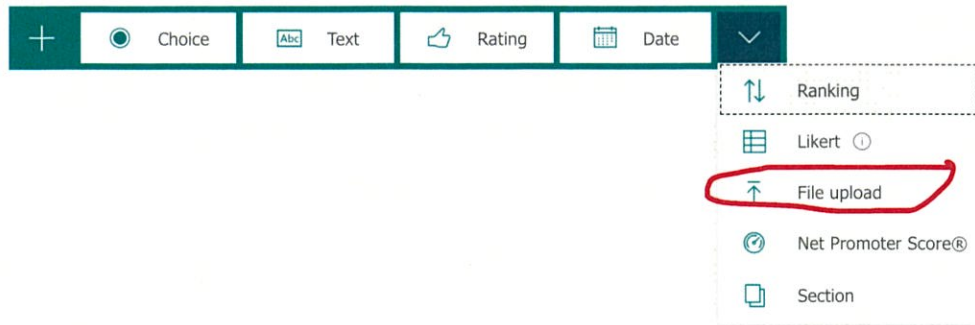


Likert screen will appear below:

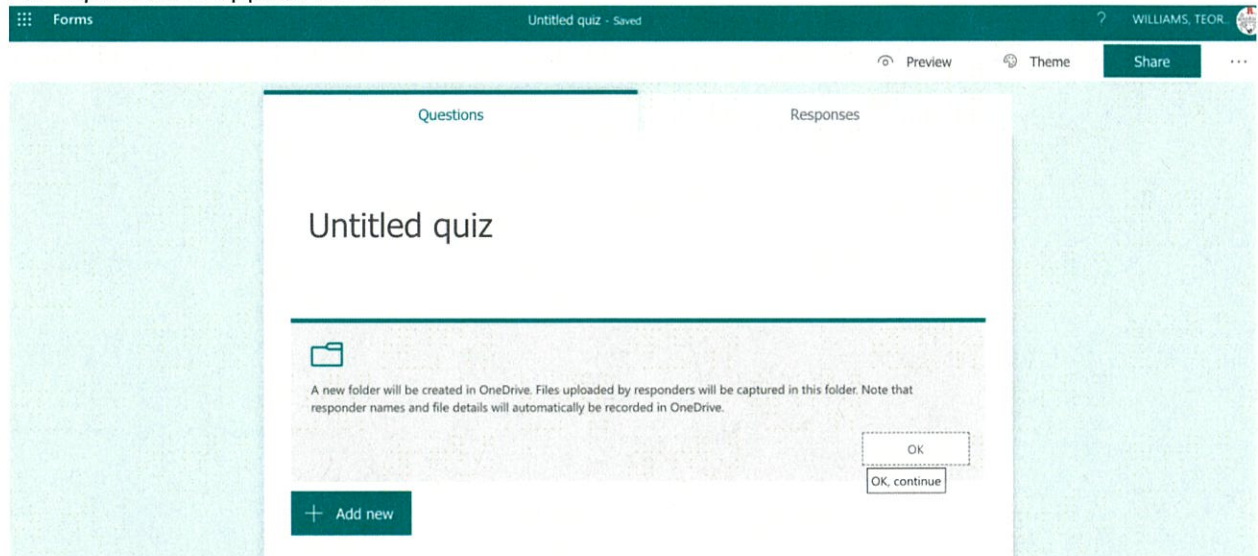


- Title the Quiz
- Type a question
- Click on statement 1 to change
- Click on option 1 to change
- Click on Add statement if you have more statements
- Click on Add new to add a different question

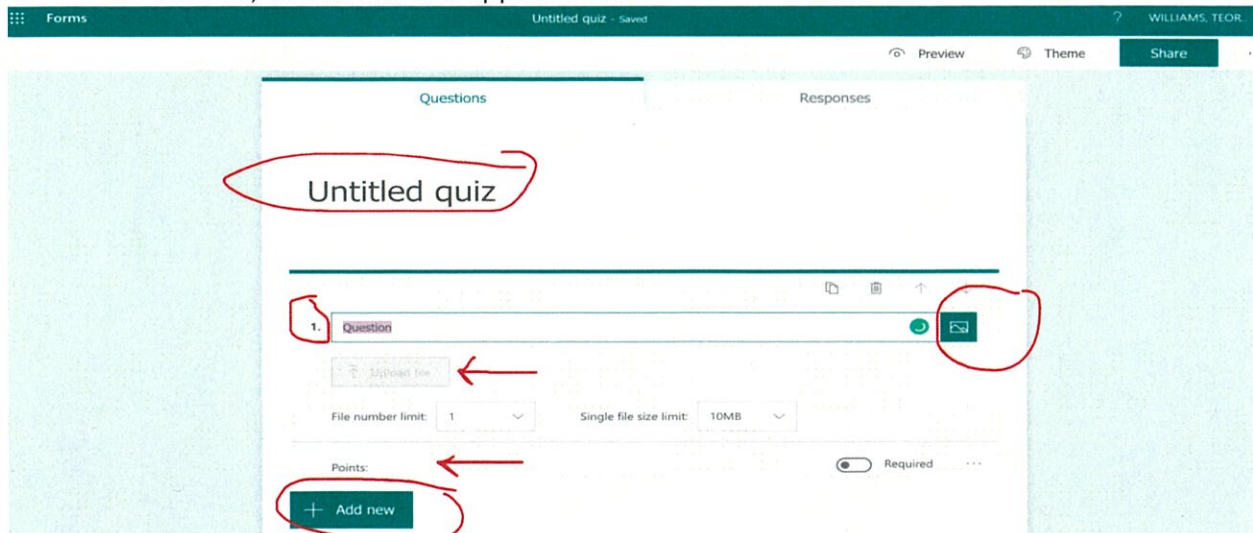
## 7. Click File Upload



File Upload will appear below:



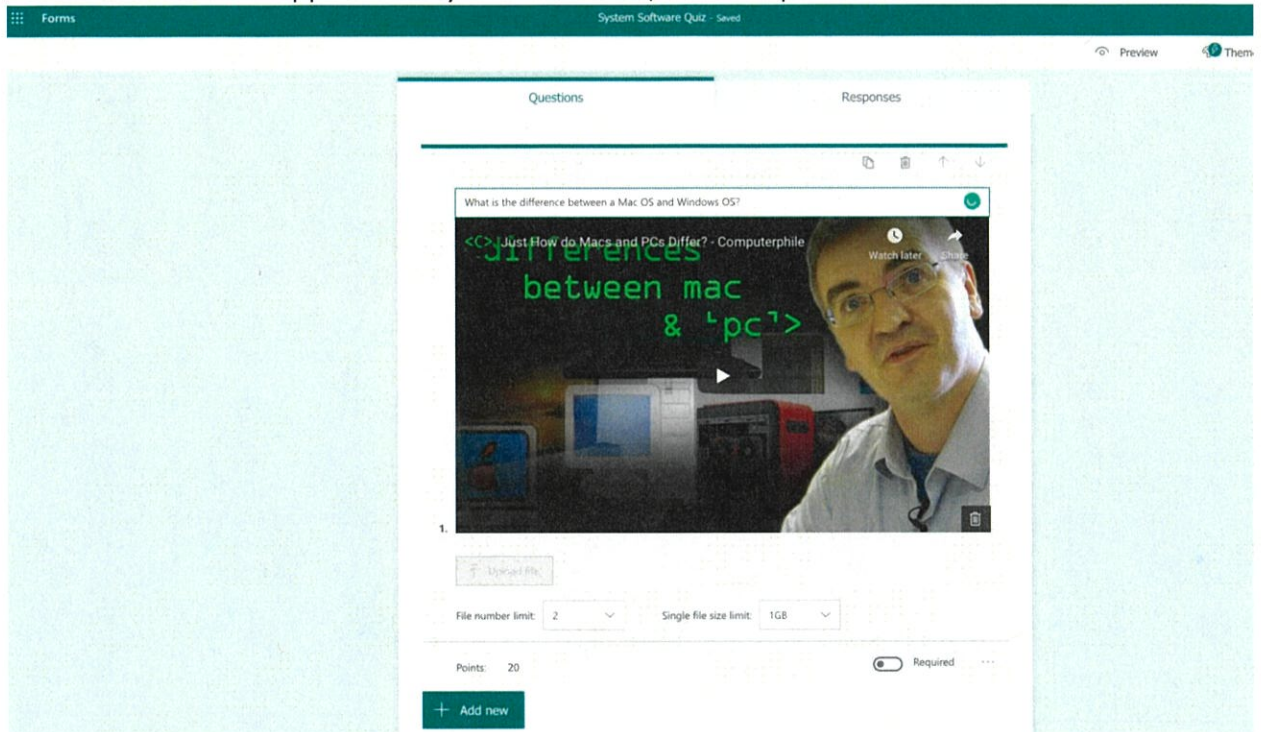
- Title the quiz
- Click ok, this screen will appear below:



- Type your questions

- Click Upload File to attach a file
- Add image or video
- Add points
- Click add new for a different question

8. This next screen will appear once you add a video, title and points.



9. Net Promoter Score Option:

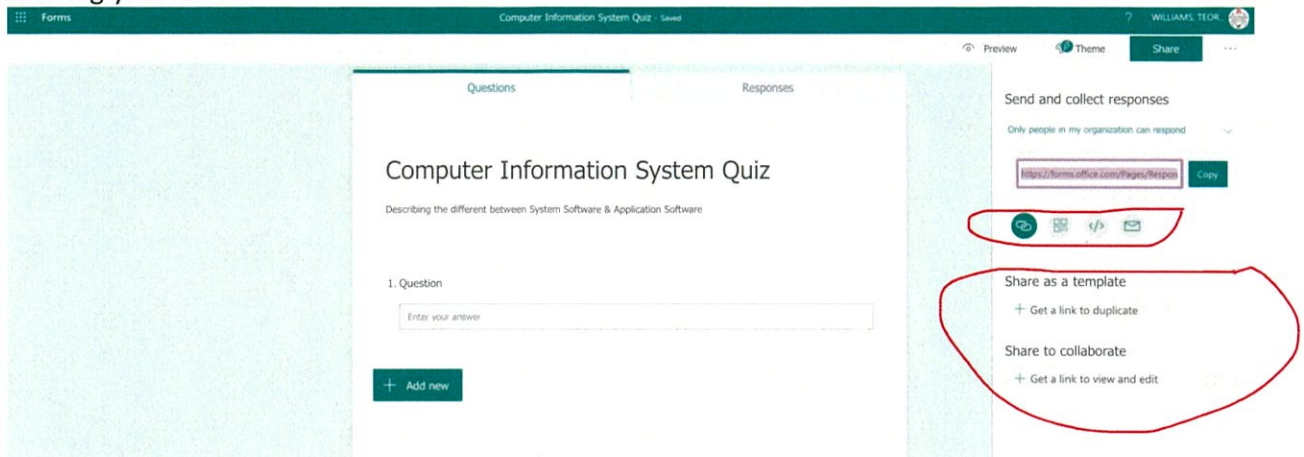


- Click Net Promoter Score (used for ranking). This screen will appear:



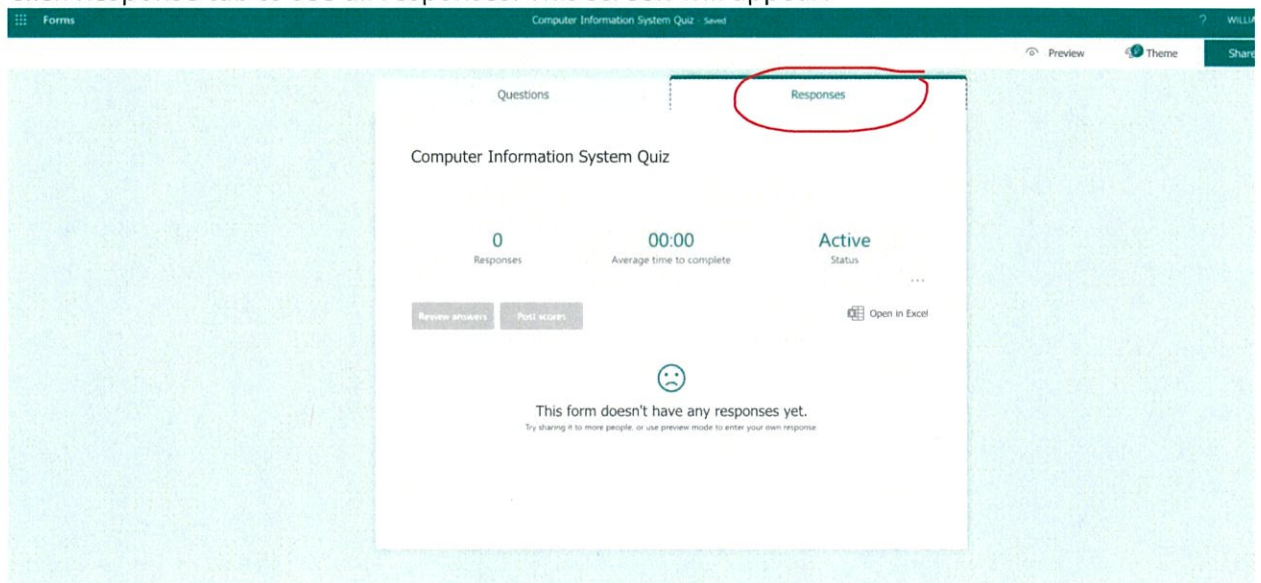


## 10. Sharing your form:



- Click on Share. You have 4 options.
  - Copy the link
  - You can download the QR code
  - Copy the embedded code
  - Email the form
  - Share as a template
  - Share to collaborate with other teachers

## 11. Click Response tab to see all responses. This screen will appear:

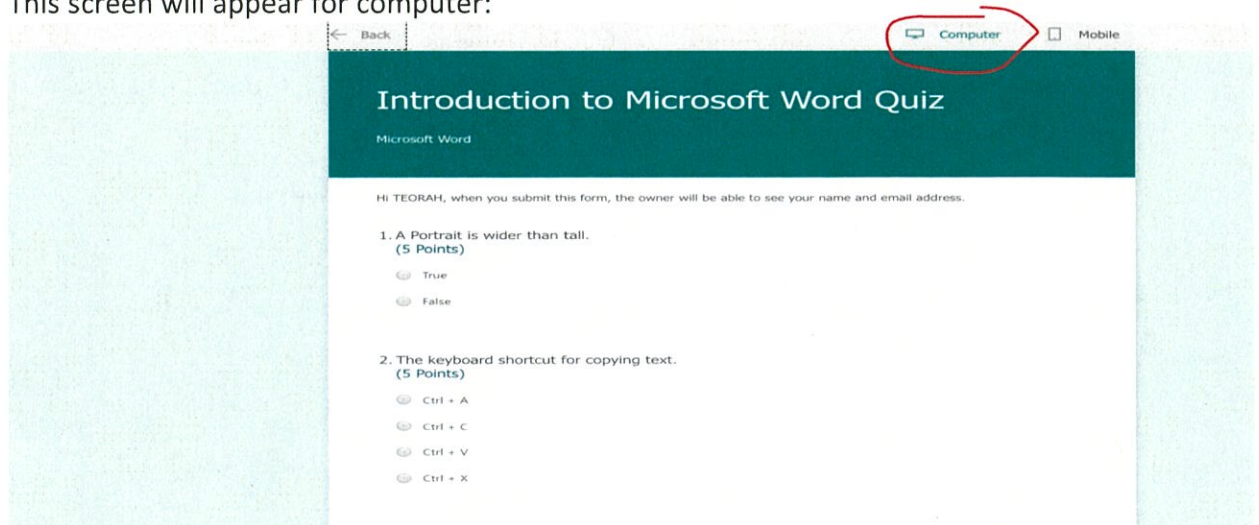


- Check responses
- Check time to complete
- Check status
- Review Answers
- Post Scores
- Open in Excel for gradebook purposes

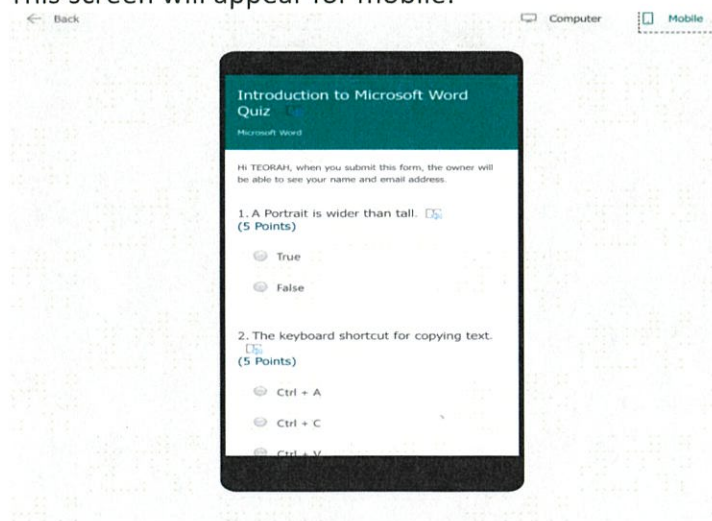
12. Click Preview.



- This screen will appear for computer:



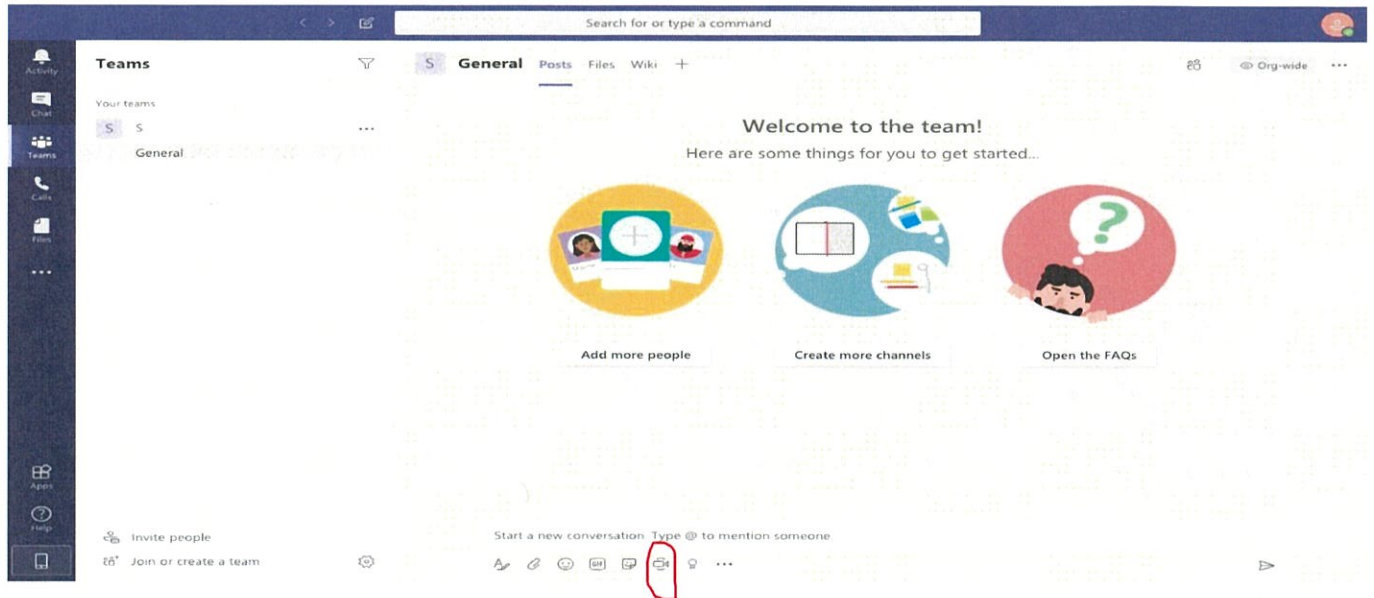
- This screen will appear for mobile:



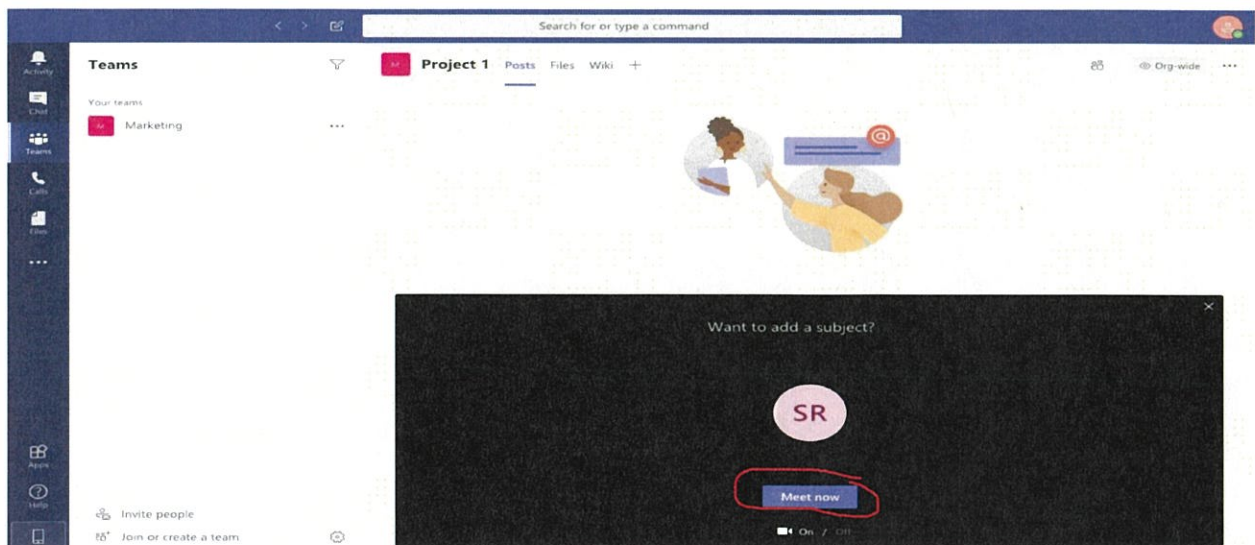
**Note:** Students can complete quizzes and/or assignments using their mobile phones. All forms/quizzes created can be save to your OneDrive for future use.

## HOW TO SET UP VIDEO CONFERENCING IN MICROSOFT TEAMS

**Step 1:** Open the Microsoft Teams app and go to the team/channel you want to hold a video conference with. Click on the small camera icon under the compose box.

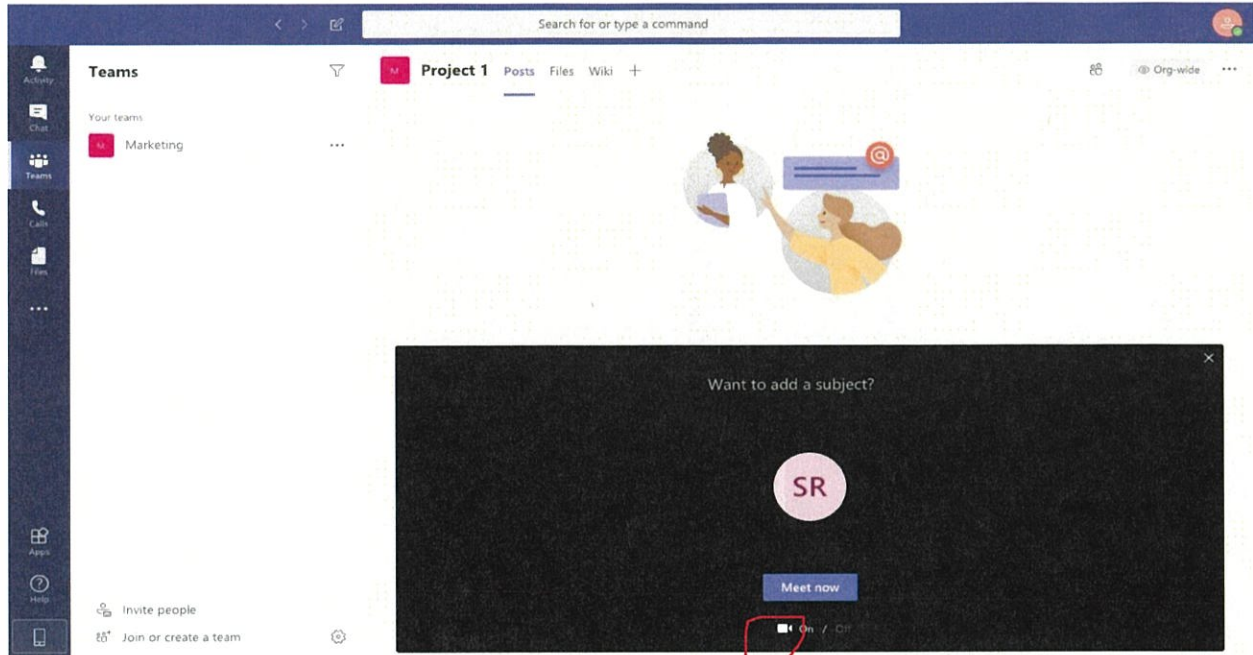


**Step 2:** If you want, you can add a subject to the video call. Then click the “Meet now” button to start.





**Step 3:** If you want to set up a new meeting click the camera icon below meet now.

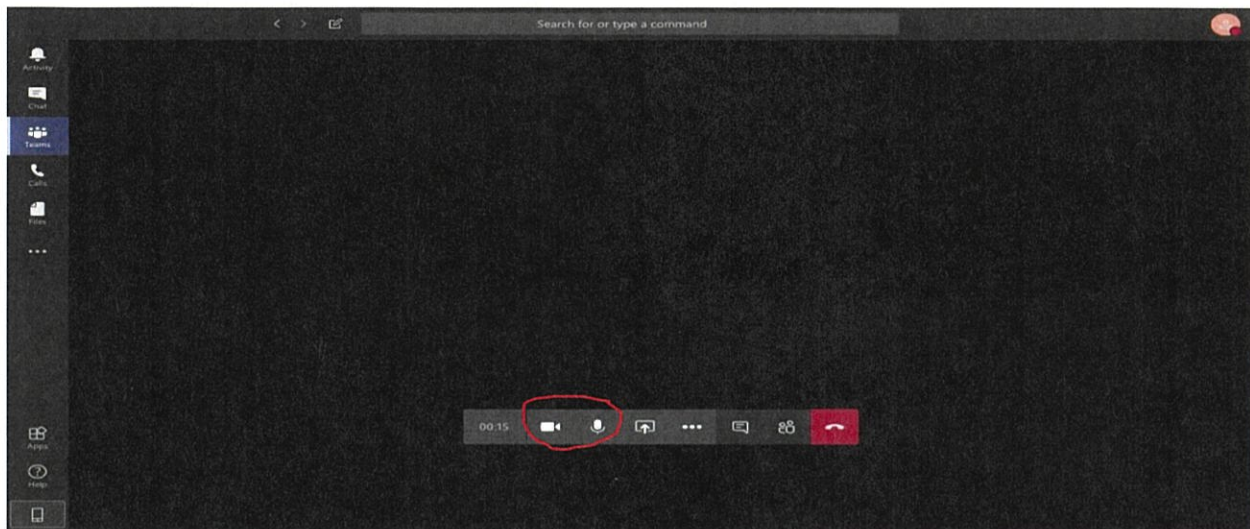


This screen will appear next. Gives the option to title the meeting, add attendees, set time & date, set if you would like this meeting to repeat and add an agenda. Click Save.





**Step 4:** In the video call screen that appears, you can use the toolbar to turn your camera and microphone on/off, as well as share your screen with everyone who joins the call.



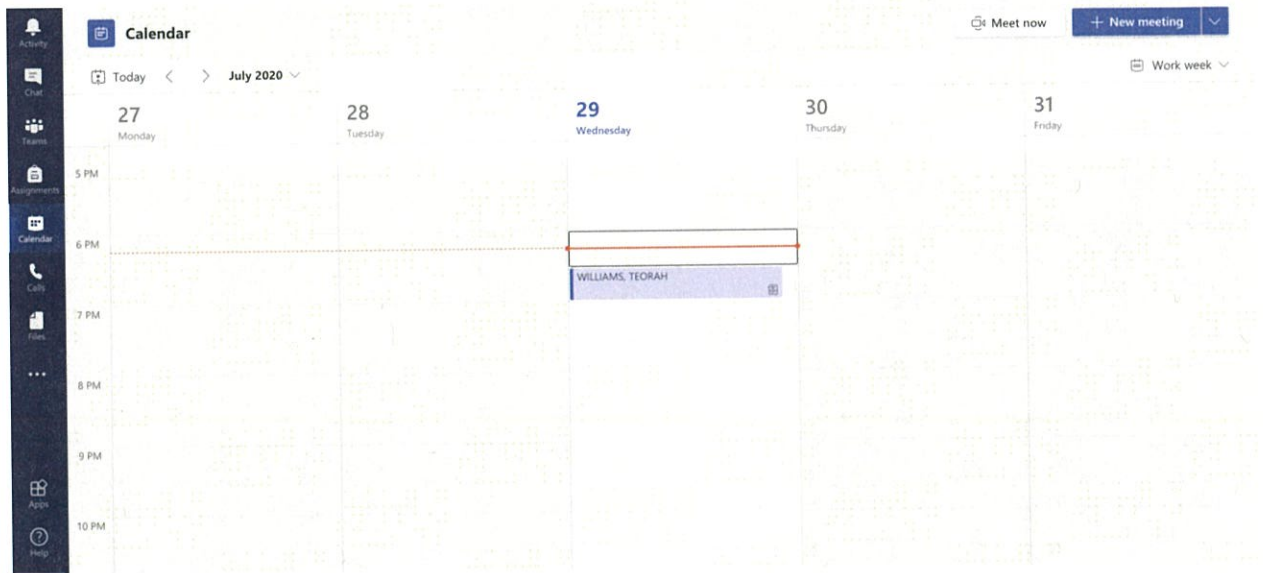
*Two other ways to create a video conference are:*



1. **First Option:** Open up a Team and click Meet or arrow down to join or set up a meeting. This screen will appear next.



2. **Second Option:** Click on the Calendar Tab and click directly inside the time/date you want the meeting to start and the same screen above will appear.



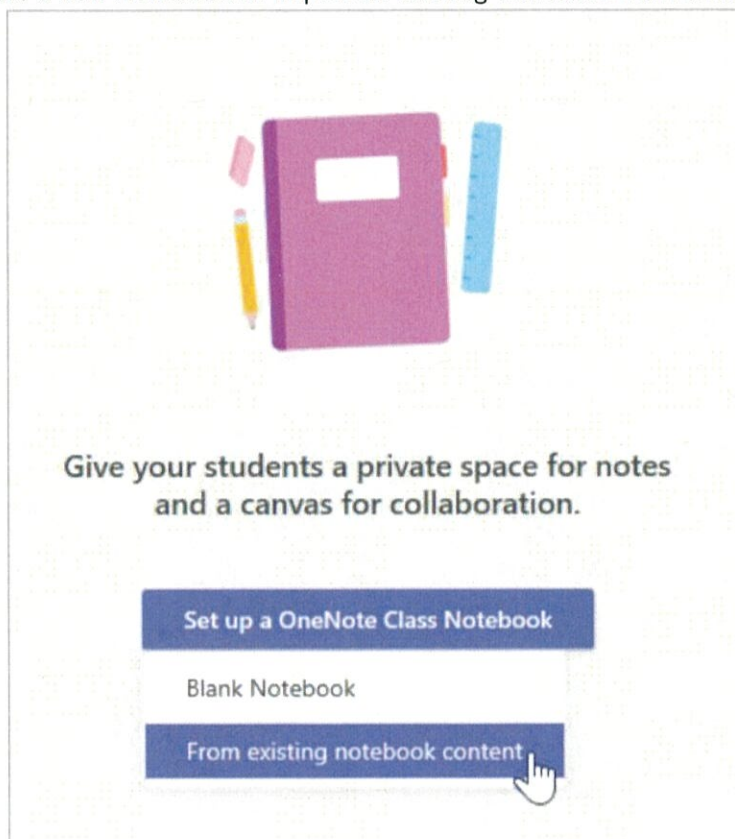
**NOTE:** Once the meeting is setup, your attendees will receive an email and/or a notification through Teams about the meeting.

## CLASS NOTEBOOK BASICS FOR TEACHERS

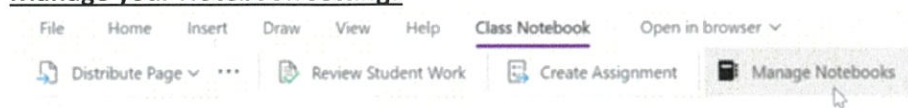
## **Microsoft Teams- Class Notebook for Teachers**

**The best way to learn how to use the Class Notebook is to practice! Here are some tips to get you started.\_**

- Click on the Class notebook Tab in the top toolbar of your desired Teams course
- You can create a new Notebook or import an existing Notebook from another Teams course



### **Manage your Notebook settings**



- Edit Notebook sections
- Copy a link to your Notebook
- Create a Teacher-Only section (great for designing your lessons and prepping student work)
- Lock/Unlock the Collaboration Space so that students can work together





## Files that can be inserted



WORD FILES



PDF FILES



POWERPOINT FILES AS  
PDF



EXCEL SPREADSHEETS  
AS PDF



MOVIES UP TO 19 MB



EMBED YOUTUBE  
VIDEOS BY COPYING  
AND PASTING THE URL



EMBEDDING QUIZES

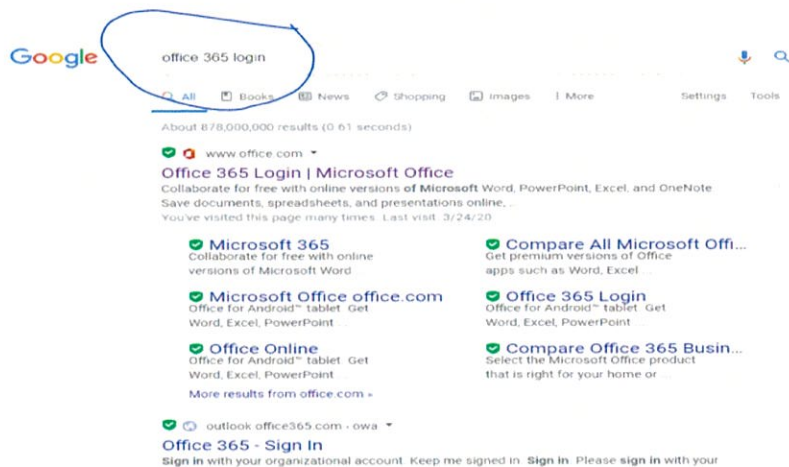


LINKS TO ANY FILE OR  
WEBSITE

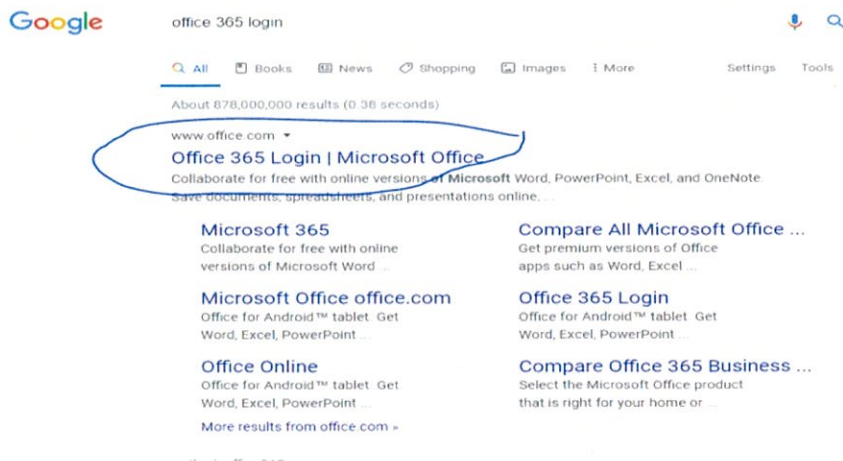
### Printing Class Notebook Pages

- Go to the page you want to print, click file, select print, you can print as a PDF

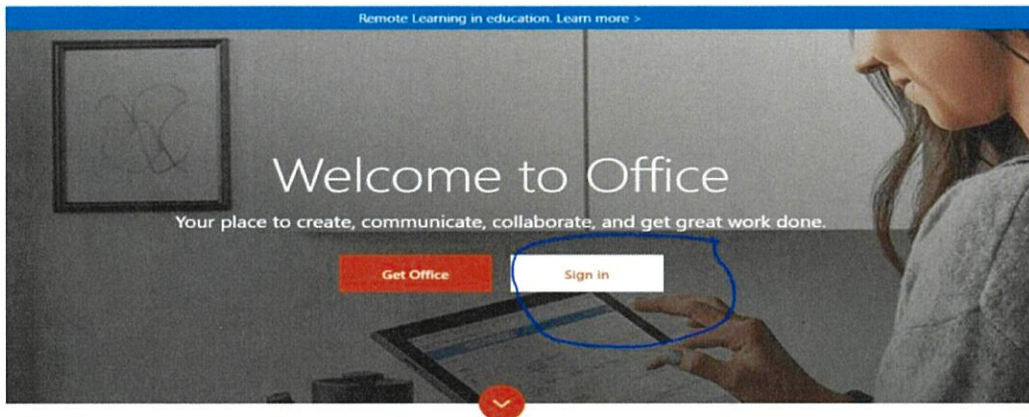
In Google type in Office 365 Login



Select office 365 login/ Microsoft office

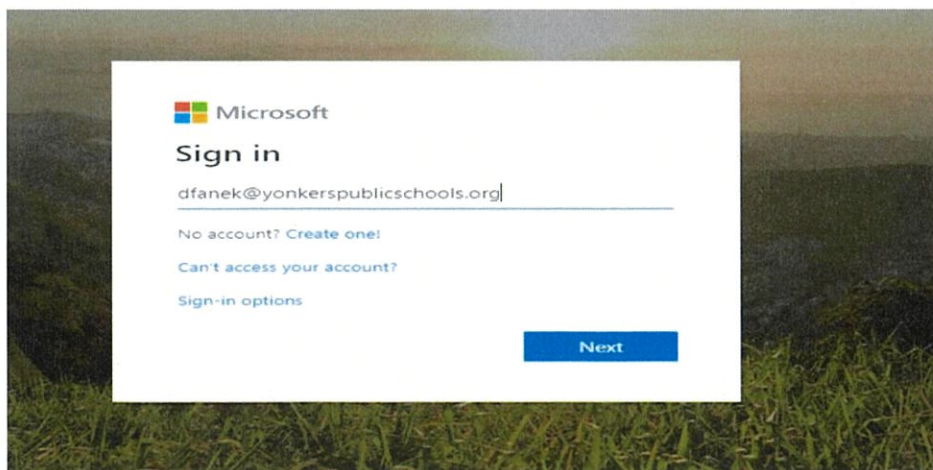


## Select Sign in

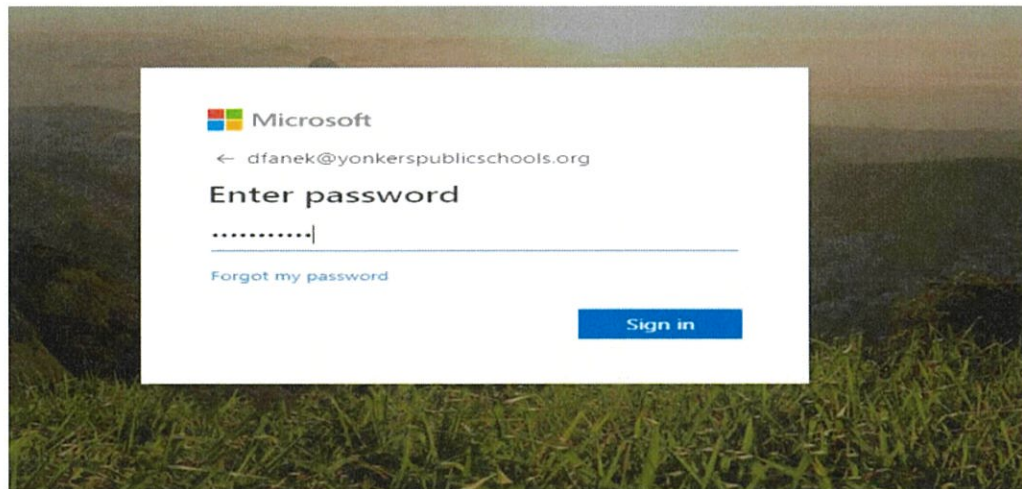


dfanek@yonkerspublicschools.org

Windows credentials@yonkerspublicschools.org



Password used to log into school computers

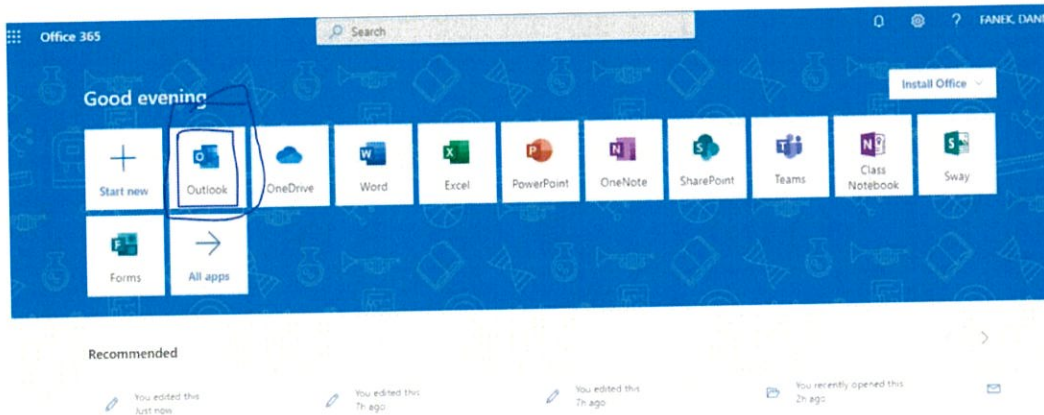


Check the box and select yes





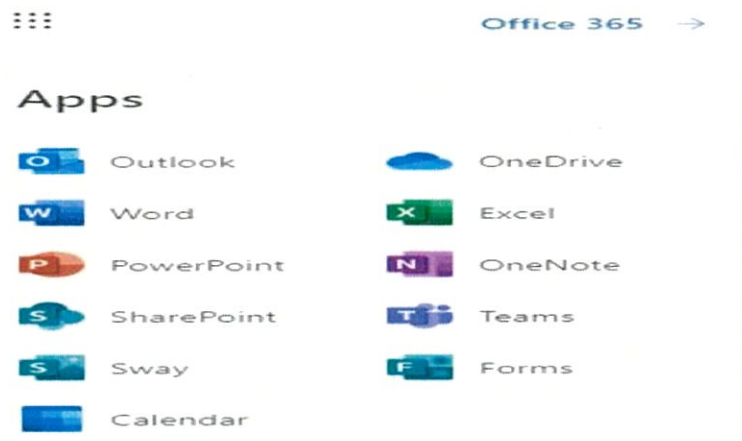
Select Outlook  
to check Emails



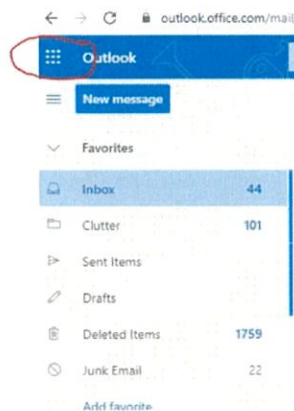
9 dots on top left will always be there to click  
to view all apps no matter the page your on



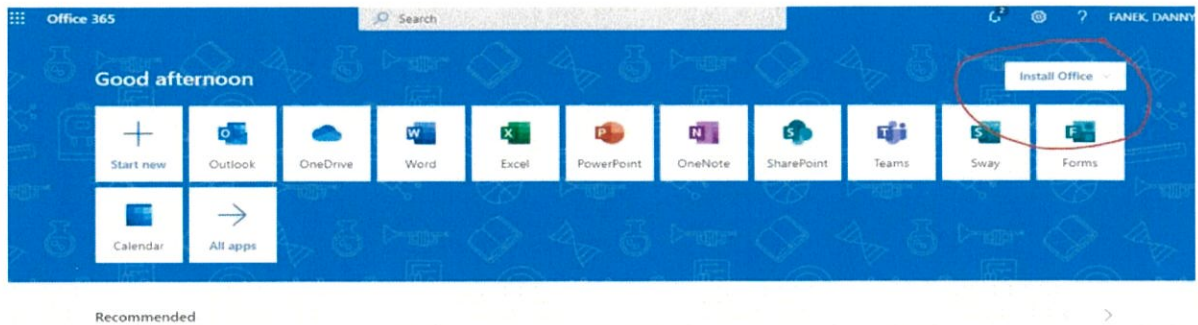
9 dots to view all apps



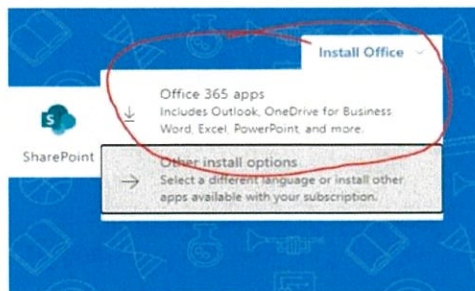
Click on the 9 dots to switch from outlook to another app or back to office 365 home



Select the install office tab if you wish to download the desktop version of Office 365

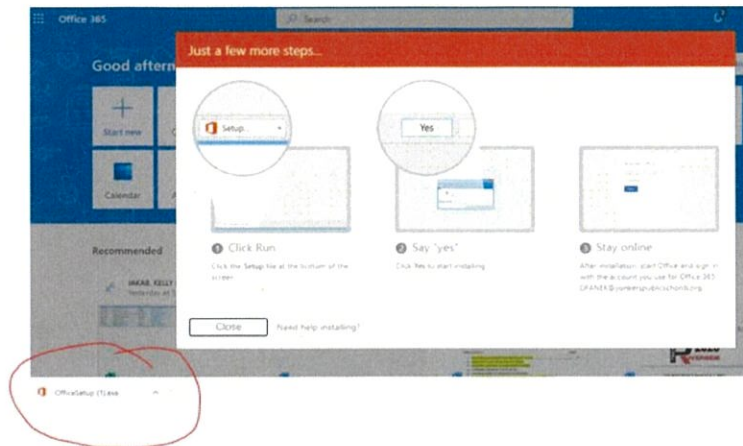


Select 365 apps

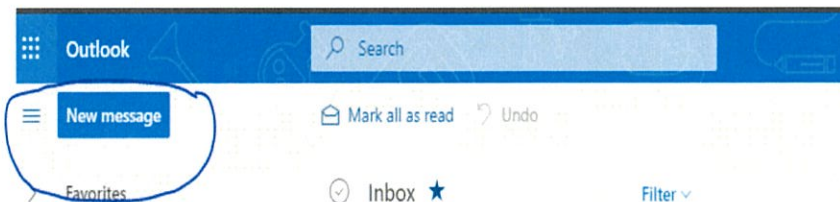




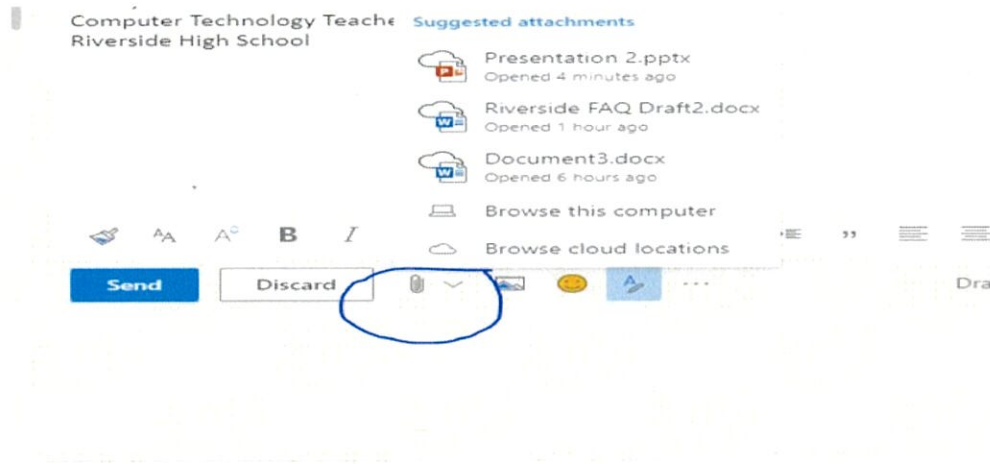
Open download on the bottom left and proceed to downloading office 365



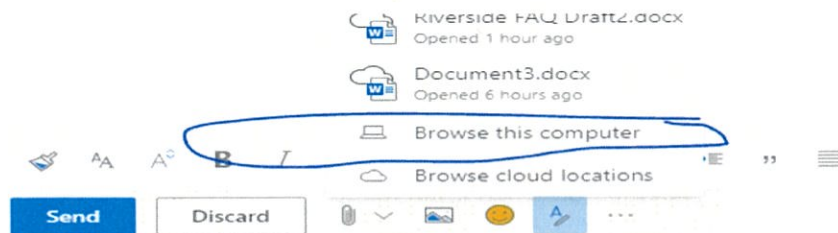
Select New Message



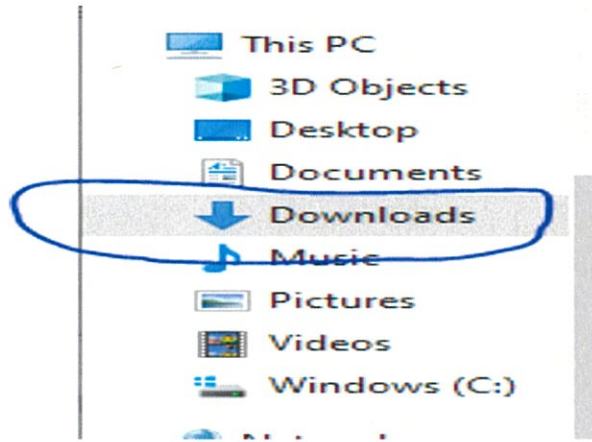
Select Insert on the bottom next to Discard



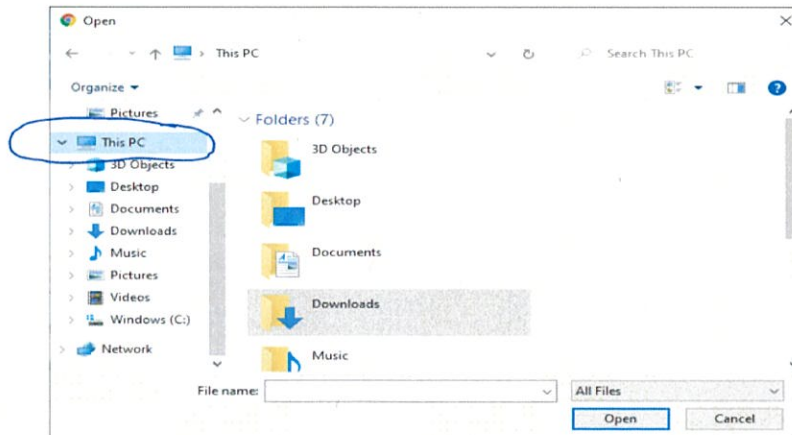
Select Browse this computer to locate file



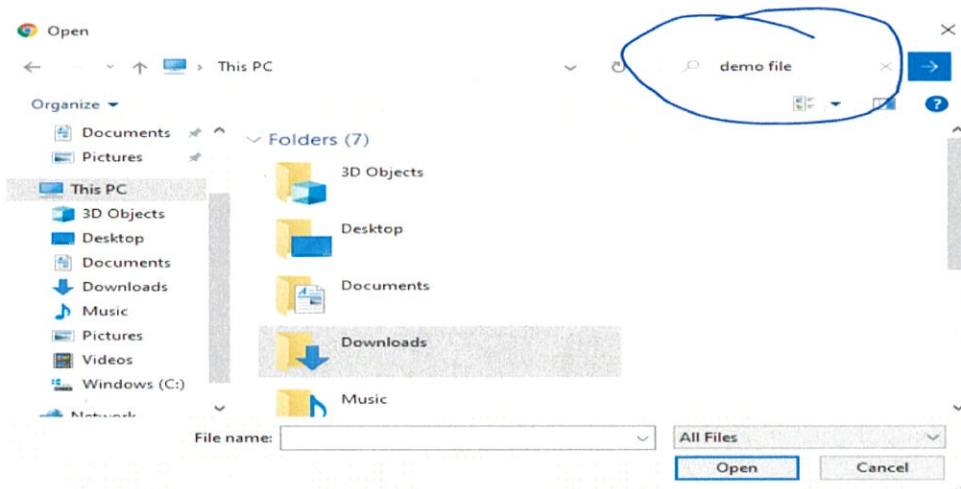
If the file was downloaded from website,  
select downloads on the left



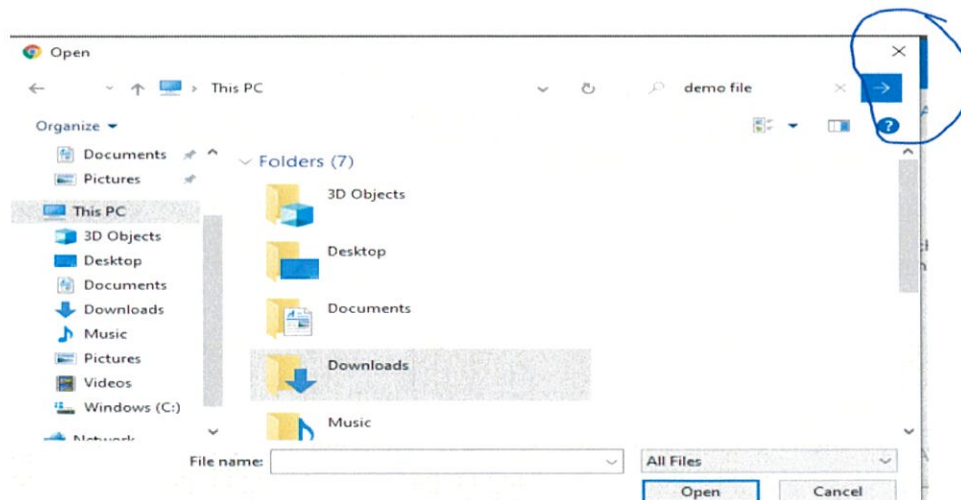
If not, select This PC or My computer on the left



Select Search This PC on the top right and  
insert the name of the file

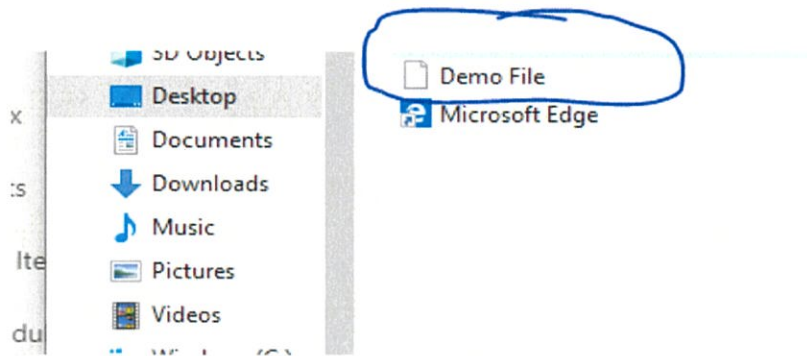


Select the blue arrow pointing right

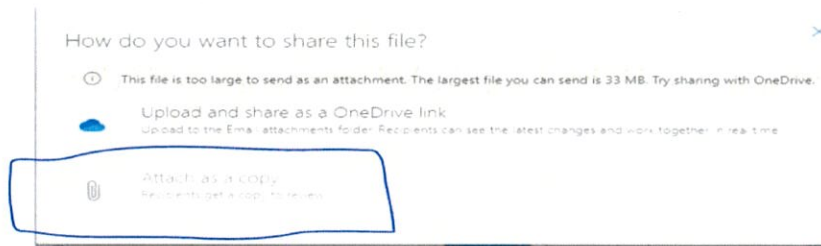




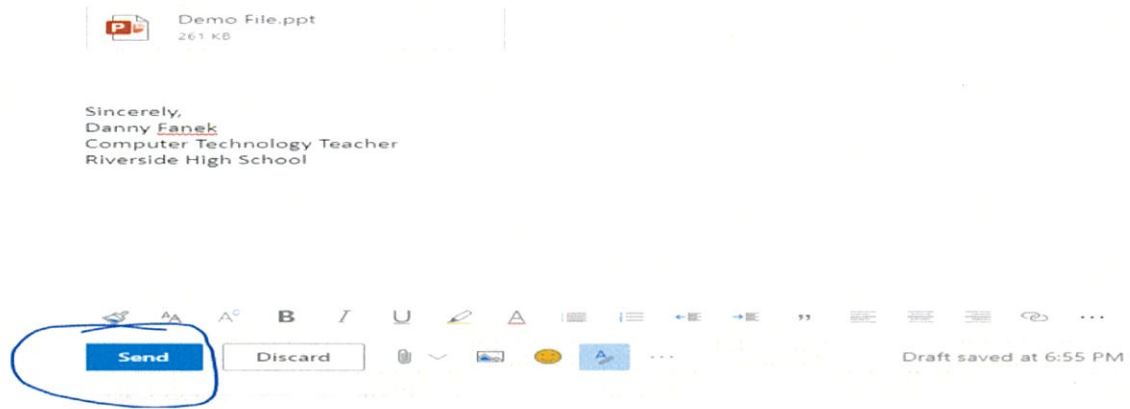
Select the file you want to insert



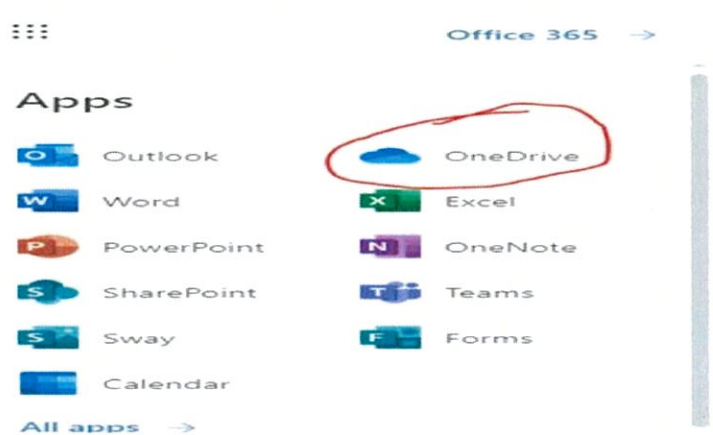
Select Attach as a copy if it asks but it shouldn't



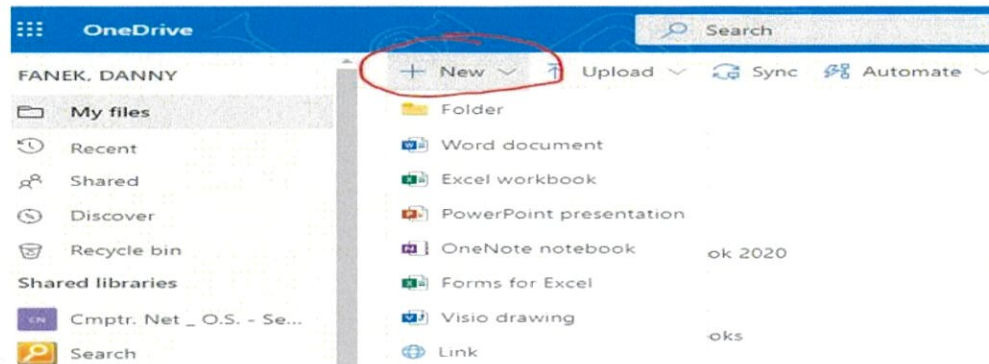
Send once complete



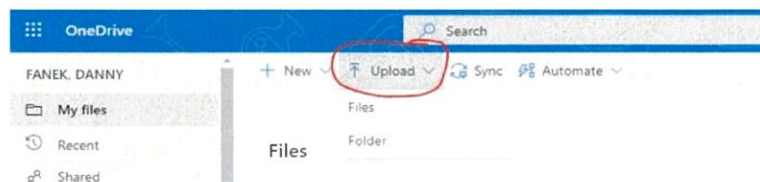
Select one drive from the 9 dots on top left



Select new to create a new Folder, Word, Excel, Forms, or PowerPoint file in OneDrive



Select upload if you wish to upload files or folders to OneDrive. You may upload files from your computer or external drives (USB)





## Library Services

### How to Access eBooks in Follett Destiny on

#### What is Follett Destiny?

It is each school's Library Catalog, which includes Destiny Discover eBooks for Pre-K – 12<sup>nd</sup> grade. You can read all eBooks online or download them to an eReader.

You can use this product anywhere on devices with Internet access.

#### Login Instructions for Follett Destiny

1. Login to Clever: [clever.com/in/yonkers](http://clever.com/in/yonkers)
2. Scroll down or select "Library Services" on the left-side menu of the page.
3. Note: All eBooks are password protected. To view the Username and Password hover the cursor over the question mark (?) and you will see the Username and Password for Follett Destiny appear.
4. Click on the Follett Destiny Library Catalog icon and select your "School."
5. Select "Destiny Discover" on the left-side menu of the page to view all eBooks.
6. Before selecting an eBook, click "Login" in the top right corner and type the Username and Password.

#### How to Use Destiny Discover?

1. On both bookshelves click "See All" to see all titles. eBooks with an "Infinity Symbol" have unlimited copies and some eBooks are available for "Checkout."
2. Each eBook will display additional information about the title.
3. Click "Open" to begin reading your selection. Note: Some eBooks include audio.
4. Click the "X" at the top of the page to close the eBook.
5. Select another eBook to read or click the "X" on top of the page to close the program. Finally, click the icon in the top-right corner and select "Log Out."

#### Destiny Discover Options

**eBook Bookshelf:** This shelf includes: the Classics, Fiction, and Non-Fiction titles. After you make your selection click the word "Open." Click on the menu bar to select rotate book, page layout and full screen mode. Click on the arrows to move between the pages. Some eBooks have additional features, such as click on a word to open the dictionary, add bookmarks and add notes/highlights as you read.

**Lightbox Bookshelf:** All eBooks on this shelf are Interactive. Each title includes audio, videos, activities, weblinks, slideshows, Google Maps, quizzes, and more. When you select a title click "Open" and the book cover will appear. After the picture appears, click "Open Lightbox" and the menu and pages will display. Click on the first page to begin reading the story. To listen to the story click the "Read Button" for grades Pre-K - 3<sup>rd</sup> grade or the "Read Icon" for grades 4<sup>th</sup> – 12<sup>th</sup>. Click on the arrows to move between the pages. Click on the "Interactive Features" throughout the book for additional content and activities related to the subject.



## Destiny Read

### Use the Destiny Read App

Destiny Read gives you an easy way to access and download checked-out Follett eBooks and Audiobooks. It is available for iOS devices in the App Store.

#### Log in

The first time you use Destiny Read on a device, you need to log in:

1. Use the **Location** drop-down to select your state or province.
2. In the **School** field, type the first few letters of your school's name. When your school appears in the suggestions, select it.

**Note:** Steps 1 and 2 only need to be completed the first time you log in, or if you need to select a different school.

3. Tap **Log In**.

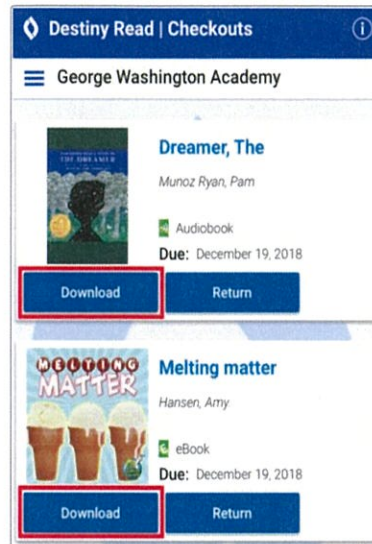
4. On the next screen, type your **Username** and **Password**, and then tap **Submit**.

#### Download an eBook or Audiobook

Once you log in, you will see a list of Follett eBooks and Audiobooks checked out to you.

**Note:** To find and check out Follett eBooks and Audiobooks, go to Destiny Discover, which can be accessed from a browser, the Destiny Discover app or a link or shortcut provided by your librarian.

- To download a checked-out title, tap **Download**.

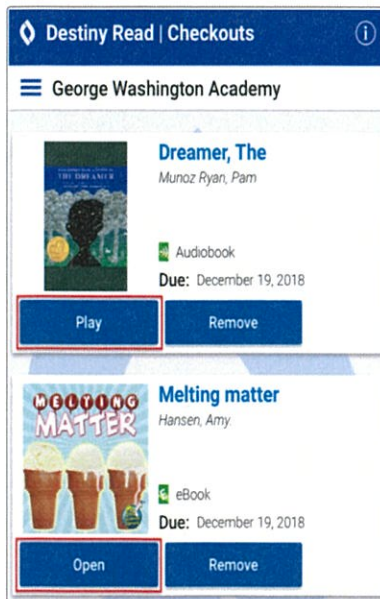


- To download all checked-out Follett eBooks or Audiobooks at once, tap **≡**, and then select **Download All eBooks** or **Download All Audiobooks**.

## Destiny Read

### Read or play offline

To start reading, tap **Open** or **Play**.



### Remove a title from your device

You can remove a downloaded title by tapping **Remove**.

#### Return

Follett eBooks and Audiobooks are returned automatically at the end of the loan period.

- To return a title early, tap **Return**.

**Note:** This option is only available for titles that are not currently downloaded.

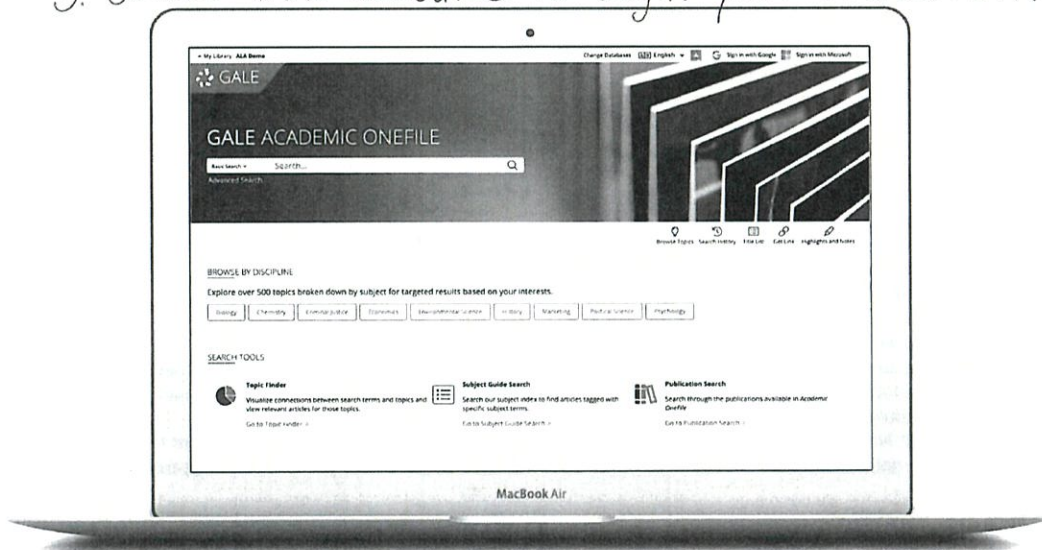
- To return all Follett eBooks or Audiobooks at once, tap **≡**, and then select **Return All eBooks** or **Return All Audiobooks**.

# GALE ACADEMIC ONEFILE

STREAMLINE RESEARCH AND DISCOVER SCHOLARLY SOURCES

*Gale Academic OneFile* provides millions of articles from thousands of scholarly journals and other authoritative sources. With extensive coverage across academic disciplines you'll find accurate information and articles to support your studies. Discover peer-reviewed articles to inspire research and validate your findings with *Gale Academic OneFile's* extensive collection of academic journals.

1. Go to: [clever.com/in/yonkers](http://clever.com/in/yonkers)
2. Click on Library Services
3. Select Gale Resource to begin your research.



## SCHOLARLY SOURCES

Search thousands of scholarly and peer-reviewed journals—the backbone of academic research.

## BROWSE BY DISCIPLINE

Click for easy access to articles aligned to major topics of study. Select a discipline to browse narrower topics and pull articles.

## CURRENT RESULTS

Access recent information to fuel thorough academic research on almost any subject. Periodicals are updated several times a day.



EMPOWER™ LEARNING



## Basic Search

**Browse by Discipline or Subject Guide Search** when you have a broad topic to research.

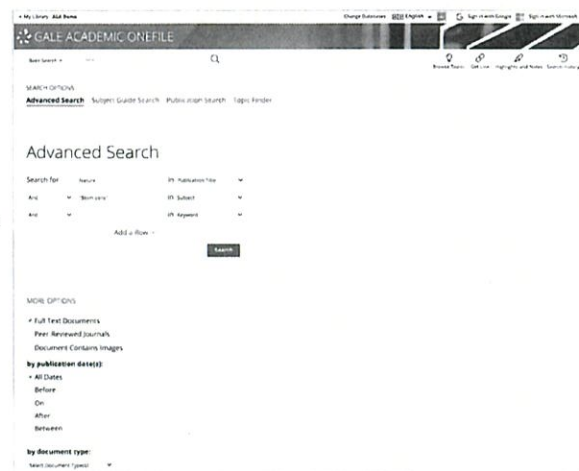
Click topics and retrieve articles from selected journals supporting each discipline

This is a great way to start your research if you are unsure of which search terms to use, are unfamiliar with your subject area, or find other search paths overwhelming.

Customize your search and target relevant results

You can use Advanced Search to run complex searches for specific results, or to perform open searches for a broad view of available content. Some of the most popular features include:

- Keyword:** Select this field to search “hot spots” of articles, including citations, subject headings, abstracts, and the beginning of each article. This is a good general option to start your search.
- Subject:** Choose this field to increase specificity by using document tags to find results fully focused on your topic. Try subject if your basic search produces too many results.
- Publication Title:** Use this field to find all articles or documents from a particular publication. It’s useful for browsing recent issues of sources like *Nature*.
- Entire Document:** Pick this field to search within the entire text of documents. This option performs a broad search for any mention of your terms, and can be used to find articles that use very precise phrases or touch on specific concepts.
- Search Operators:** Use these drop-downs to connect your search terms. **And** ensures your results mention both terms. **Or** broadens your search to results mentioning either term. **Not** excludes a term or phrase that you do not want to appear in results.
- More Options:** Narrow your results to peer-reviewed journals, by publication date, by document type, and more. Many of these options are also available as **Filter Your Results** options after you execute a search.



*Take a guided approach to finding your topic*

The subject guide search offers the ability to narrow a single topic by subdivisions, and to view narrower and broader related topics.

If you have a broad topic in mind, this search can help you identify targeted tags to find documents fully focused on the topic. You can also use this search to specify the appropriate context for words with varied meanings or to discern between people with the same name.



Verify the availability of a publication within Gale Academic OneFile

Use Publication Search to enter the title of a publication of interest. Click on any matching result to view coverage details, and link to articles from individual issues. You can also use **Create Journal Alert** to subscribe to automatic emails or receive RSS notification when a new issue is added to *Gale Academic OneFile*.

## Topic Finder

Generate a visual representation of your search results by topic and subtopic

Topic Finder organizes results based on the frequency of occurring terms, allowing you to hone in on targeted keywords, envision connections between topics, and create new research paths. Use Topic Finder if you're having trouble coming up with a research topic, when you have an idea for a topic and want to investigate related topics, or when you want to narrow your search results.

As you click Topic Finder tiles, results on the right update dynamically, allowing for one-click access into relevant content. Simply click an article's title to view it.

## WORKING WITH RESULTS

### Search Results

Discover, sort, and filter results organized by content type, and simply click result titles to access content

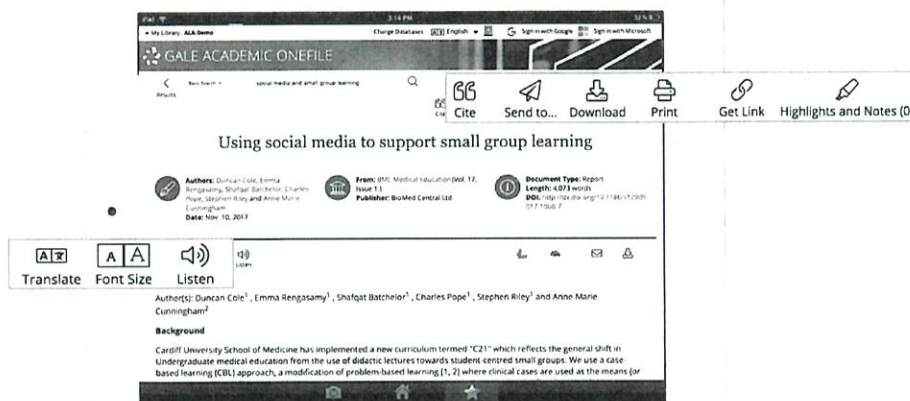
- **Search Alert:** Set up an RSS feed or email notification when new articles matching your search are added to the resource, so that you can stay informed on your topic with minimal effort.
- **Showing Results For:** Depending on your search, you may click to view Academic Journals, Magazines, Books, News, Images, and Videos.
- **Sort By:** Use this drop-down to view articles with the highest relevance based on factors like the frequency and location of references to your search terms, or to view the newest or oldest articles.
- **Filter Your Results:** Click to access and apply limits based on **Date Published**, **Subject**, **Document Type**, and more. Or, select **Search Within** and submit additional terms to refine your search. Use these options to narrow your topic when you have a large number of results.
- **Topic Finder:** Click to visually analyze your current results, hone your topic, and discover more search terms related to your topic.



## WORKING WITH DOCUMENTS

## Tools

Manage content with document tools and features



- Use **Cite** to generate a citation using MLA, APA, or Chicago style. Export the citation into a variety of tools, or simply copy and paste it into your bibliography.
- Click **Send to...** to email or export the result to your Google Drive™ or OneDrive™ account, allowing you to access it indefinitely. A *Gale Academic OneFile* folder is automatically created to make it easy to find your exported documents.
- **Download** or **Print** the document to keep a copy of the result, including any highlights and notes you've added.
- Use **Get Link** to create a URL back to practically any page you choose. Copy and paste the link in documents, on websites, or anywhere else you'd normally place a URL. This tool provides an easy way for you to share individual results, searches, and more.
- Annotate important text with **Highlights and Notes**. Click and drag to select text within a result, choose a highlighter color, and add notes to the selection. Download, Print, or Send to... email, Google Drive™, or OneDrive™ to retain your highlights and notes with the result. You can also click the Highlights and Notes tool and then choose **View All Highlights and Notes** to access a summary of your annotations. *Once you leave the database, your work is erased to protect your privacy.*
- Select **Translate** to view a machine translation of the document in the language of your choice.
- Click **Listen** to have the article read aloud to you. After clicking play, you can download the audio .mp3.
- **Explore** similar results by selecting articles listed under **More Like This**. Or, click **Related Subjects** to find additional documents with similar subject terms. These options link you to further results to boost your understanding and enhance your research.

LEARN  
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If you require further assistance with *Gale Academic OneFile*, please ask your librarian or visit [gale.com/training](http://gale.com/training).

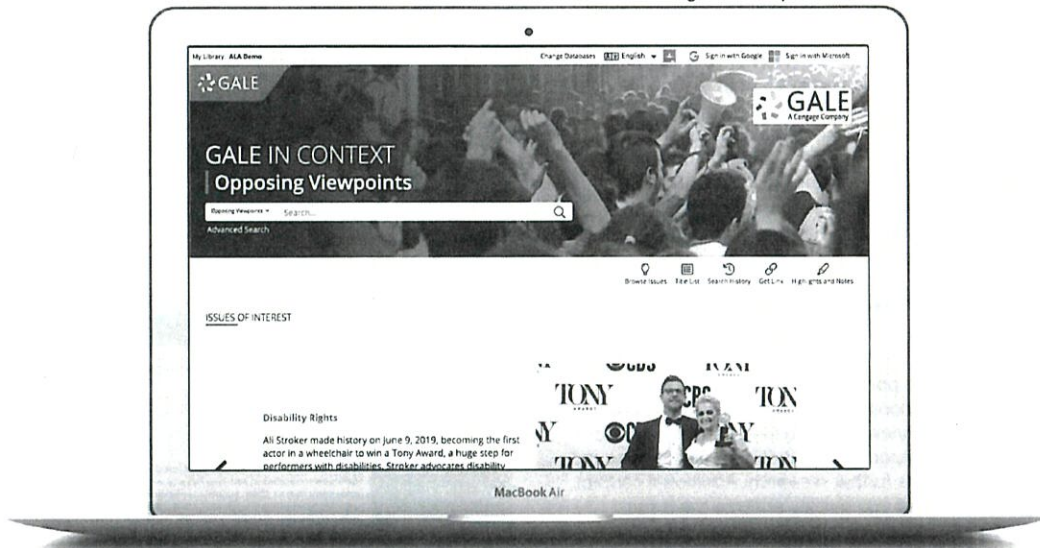


# GALE IN CONTEXT: OPPOSING VIEWPOINTS

EXPLORE MANY SIDES OF AN ISSUE

*Gale In Context: Opposing Viewpoints* delivers credible facts and current insight into today's most debated political and social issues. You'll find viewpoints, reference articles, videos, and infographics analyzing current events, economics, environmental issues, political science, and more. Use the authoritative coverage within *Opposing Viewpoints* to build your understanding, and draw your own conclusions about complex issues

1. Go to: [clever.com/in/yonkers](http://clever.com/in/yonkers)
2. Click on Library Services
3. Select Gale Resources to begin your research.



## ISSUES OF INTEREST

Discover emerging issues featured in the banner. Use the dots at the bottom or the arrows on either side of the image carousel to explore.

## BROWSE ISSUES

Link directly into popular subjects from the home page or click on **Browse Issues** in the banner to view all of the topic pages focused on important issues.

## SIGN IN

Log in and use **Send to...** to add documents to your Google or Microsoft account. Save your research and access it anytime from Google Drive™ or OneDrive™.



## SEARCHING CONTENT

### Basic Search

Locate relevant results based on your search term(s). Basic search is a good place to start your research.

### Advanced Search

Customize your search with more limiting options to target relevant results. You can use advanced search to run complex searches for specific results, or to perform open searches for a broad view of available content.

- **Subject:** Choose this field to search document tags and find results fully focused on your topic. Try subject if your basic search produces too many results.
- **Publication Title:** Use this option to find articles or documents from a particular publication like *The Washington Post*.
- **Entire Document:** Pick this field to search within the entire text of documents. This option performs a broad search for any mention of your terms, so you can find precise phrases within results, or locate articles that touch on specific concepts.
- **Search Operators:** Use these drop-downs to connect your search terms. **AND** ensures your results mention both terms. **OR** broadens your search to results mentioning either term. **NOT** excludes a term.

My Library: AIA Demo Change Databases English Sign in with Google Sign in with Microsoft

GALE IN CONTEXT Opposing Viewpoints

Opposing Viewpoints Search

SEARCH OPTIONS: Advanced Search Publication Search Topic Finder

### Advanced Search

Search for:

AND

OR

Add a Row

Search

MODIFY OPTIONS

Search by Product

Gale in Context Opposing Viewpoints

- Full Text Documents
- Peer-Reviewed Journals
- Document Contains Images

by publication date(s):

- All Dates
- Before
- On
- After
- Between

by document type:

Select Document Type(s)

by content type:

## BROWSING CONTENT

### Topic Pages

Access a one-stop portal of information focused on popular issues or controversial subjects. Topic pages begin with an overview essay to help you understand why the issue is important, what controversies surround it, and how to focus further research. Additional content is organized to help you quickly analyze the issue.

- **Featured Viewpoints:** Viewpoint essays and opinion pieces hand selected by Gale's expert editorial team analyze all sides of an issue. Use these results to hone and support arguments in papers and debates.
- **Images, Videos, and Audio:** Multimedia content from sources like *NPR* and *BBC News* provides engaging coverage of issues, and is perfect for use in projects and presentations.
- **Magazines and News:** Articles from premium international sources provide recent perspectives with new results added every day!
- **Academic Journals:** Scholarly and peer-reviewed publications provide advanced analysis.
- **Statistics, Primary Sources, and Websites:** Additional results cover unique angles and help you build a thorough understanding of the issue.

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GALE IN CONTEXT Opposing Viewpoints

Opposing Viewpoints Digital Currency

Home Digital Currency

### Digital Currency

OVERVIEW

Digital currencies are internet-based currencies that do not require physical banknotes or coins. Unlike traditional currency, which is backed by a government treasury, digital currencies can be decentralized, meaning their value is not backed by any single institution or government entity. Digital currencies first began to appear in the 1990s, and later innovations in digital cryptography in the twenty-first century gave rise to cryptocurrencies such as Bitcoin, Ethereum, and Ripple. Cryptocurrencies are decentralized forms of digital currency that allow peer-to-peer transactions and keep a permanent record of all transactions for which the unit of currency is used.

The concept of digital currency remains unfamiliar to many, as it is still a relatively young form of technology. However, several cryptocurrencies, particularly...

New Jersey Pizzeria Accepts Bitcoin

Read More

ON THIS PAGE

- Featured Viewpoints (11)
- Viewpoints (9)
- Videos (9)
- Academic Journals (42)
- Reference (9)
- Audio (6)
- Websites (3)
- Statistics (6)
- Magazines (156)
- Images (7)
- News (3,023)

Related Topics

SEARCH WITHIN RESULTS

FEATURED VIEWPOINTS (11)

Your Sloppy Bitcoin Drug Deals Will Haunt You For Years

Author: Andy Greenberg

From: Opposing Viewpoints Online Collection

2019 1,281 words Viewpoint essay 1350L

VIEWPOINTS (9)

Books Have Always Survived Predictions of Their Demise

Author: Ben El-Mechaieq

From: JSTOR Books Streaming Extract

Jan. 1, 2012 2,984 words Viewpoint essay 1850L

## WORKING WITH RESULTS

### Search Results

Click a content type to access sorting and filtering options.

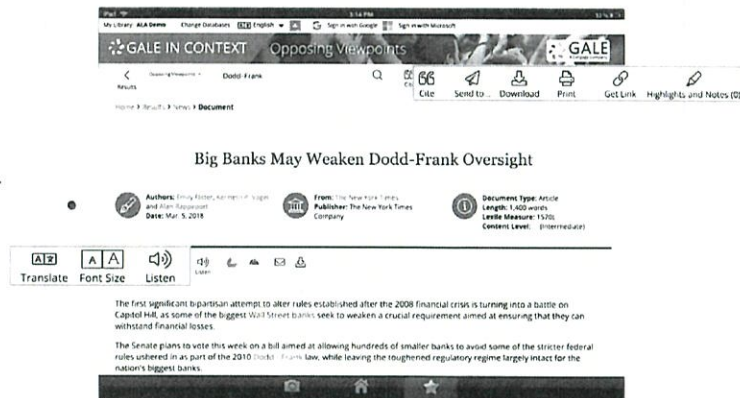
- **Sort By:** Use this drop-down to view articles with the highest relevance based on factors like the frequency and location of references to your search terms, or to view the newest or oldest articles.
- **Filter Your Results:** Click to access and apply limits based on **Date Published**, **Subjects**, **Document Type**, and more. Or, select **Search Within** and submit additional terms to refine your search. Use these options to narrow your topic when you have a large number of results.
- **Topic Finder:** When available, click this option to generate a visual representation of your search results by topic and subtopic. Use Topic Finder to discover a more narrow, unique research path, or to identify connections between topics. You can also access Topic Finder within Advanced Search to execute a visual search. As you interact with Topic Finder, it provides an updated list of results. Simply click an article's title to view the result.

## WORKING WITH DOCUMENTS

### Tools

Manage your research with document tools and features.

- Use **Cite** to generate a citation using MLA, APA, or Chicago style. Export the citation into a variety of tools, or simply copy and paste it into your bibliography.
- Click **Send to...** to email or export the result to your Google Drive™ or OneDrive™ account, allowing you to access it indefinitely. An *Opposing Viewpoints* folder is automatically created to make it easy to find your exported documents.
- **Download** or **Print** the document to keep a copy of the result, including any highlights and notes you've added.
- Use **Get Link** to create a URL back to practically any page you choose. Copy and paste the link in documents, on websites, or anywhere else you'd normally place a URL. This tool provides an easy way for you to share individual results, searches, and more.
- Annotate important text with **Highlights and Notes**. Click and drag to select text within a result, choose a highlighter color, and add notes to the selection. Download, Print, or Send to... email, Google Drive™, or OneDrive™ to retain your highlights and notes with the result. You can also click the Highlights and Notes tool and then choose **View All Highlights and Notes** to access a summary of your annotations. *Once you leave the database, your work is erased to protect your privacy.*
- Select **Translate** to view a machine translation of the document in the language of your choice.
- Click **Listen** to have the article read aloud to you. After clicking play, you can download the audio .mp3.
- **Explore** similar results by selecting articles listed under **More Like This**. Or, click **Related Subjects** to find additional documents with similar subject terms. These options link you to further results to boost your understanding and enhance your research.



## LEARN MORE

If you require further assistance with *Gale In Context: Opposing Viewpoints* please ask your librarian or visit [gale.com/training](http://gale.com/training).





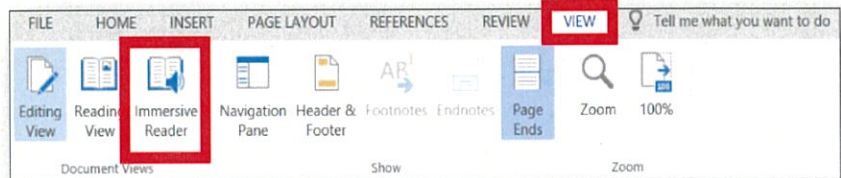
## Office 365 – Using Immersive Reader in Word Online

These directions explain how to use the Immersive Reader in Word Online. Immersive Reader is a Learning Tool add-in designed to help improve reading skills by boosting the ability to pronounce words correctly, to read quickly and accurately, and to understand what is read.

1. Open a Word document in **Word Online** from **Office 365**.

2. Select the **View** tab.

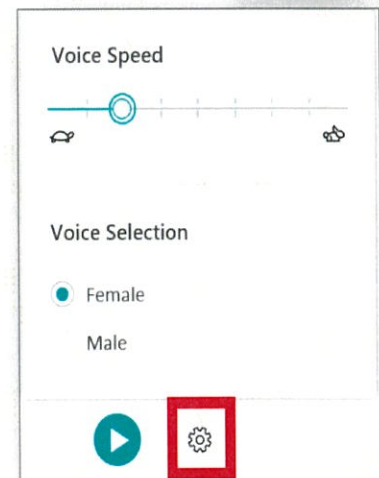
3. Click on **Immersive Reader**.



4. Click the **play button** to have the computer read the document.



5. Choose the gear icon to change the **Voice Speed** and **Voice Selection**.



6. Choose the AA icon to change the **Text Size, Spacing, Font,** and **Themes.**



7. Choose the segmented rectangles icon to show the **Syllables** of words and designated **Parts of Speech.**



8. Choose the book icon to turn on **Line Focus** for the document. You can set the line focus to 1, 2, or 3 lines.





**Be sure to have a conversation with your IT department to allow various kinds of videos, links, WIRIS Editor, etc., to be visible on the student's school devices they are using from home.**

### SUPPORT

Please utilize our tutorials, webinars, training team and support team to help guide you with your eLearning experience with your students.

#### SUPPORT TEAM

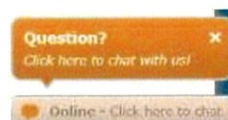
For help from our Support Team:

1-800-345-7606

[support@castlelearning.com](mailto:support@castlelearning.com)

OR

Chat Window



#### TRAINING TEAM

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Linda Holik

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[lholik@castlelearning.com](mailto:lholik@castlelearning.com)

#### WEBINARS

We will be holding multiple webinars to help you with creating an eLearning environment for your students. Once logged into Castle Learning, click on the Webinars button in the upper right to register.

Webinars

#### VIDEO TUTORIALS

Video tutorials are available to review the steps to creating Classes, Assignments, and viewing Reports. Once logged into Castle Learning, click on the Tutorials button in the upper right.

Tutorials

### CREATING CLASSES

Classes may be automatically created and updated for schools that are already connected to Castle Learning with a single sign-on system. If you don't see class names already created for you, use the following steps:

#### Creating Classes

1. From Teacher Center, click **Classes**.
2. Type the class name and click **Create Class** e.g. Earth Science or Wilson Homeroom or Third Grade
3. To add students, click on blue link of the class name and click **Yes** to the prompt.
4. Click the **+** next to Category Filter.
5. Check the box next to the grade level(s) needed for the class.
6. Scroll further down and click the check box next to each student's last name in that class.
7. Click Add Checked Students (at top or bottom of screen).
8. Repeat to add more classes.

**\*NOTE:** Below your list of students in a class you will see [Send message](#) to checked students. You can use this to send class instructions. Students will see this in their Student Center in New Messages.

### ASSIGNMENTS – CREATING, EDITING

#### FIND QUESTIONS BY TOPIC USING CASTLE QUESTIONS BUTTON

1. From Teacher Center, click **Assignments**.
2. Select the **Course** students will recognize.

#### Elective Courses

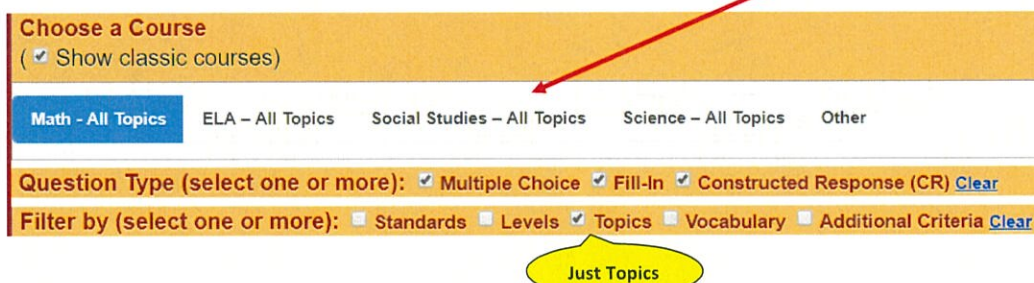
When there is no content for your course in Castle Learning, use **Personal Content Sets** to create questions. See the eLearning for Electives Guide.



3. Select the **Assignments** tab and type the assignment name in the box next to **New Assignment name:**
4. Click on gray button **Create New Assignment.**
5. Choose the **Castle Questions** button at top and select your options for each criteria.

## HS Courses – Math, Social Studies, Science

- Check box next to Show class courses
- Click on the content All Topics and choose the specific HS course like Algebra I, US History, Chemistry, etc.
- Be sure to check the Question Type and Filter by options.



**Choose a Course**  
 ( ☒ Show classic courses )

Math - All Topics   ELA - All Topics   Social Studies - All Topics   Science - All Topics   Other

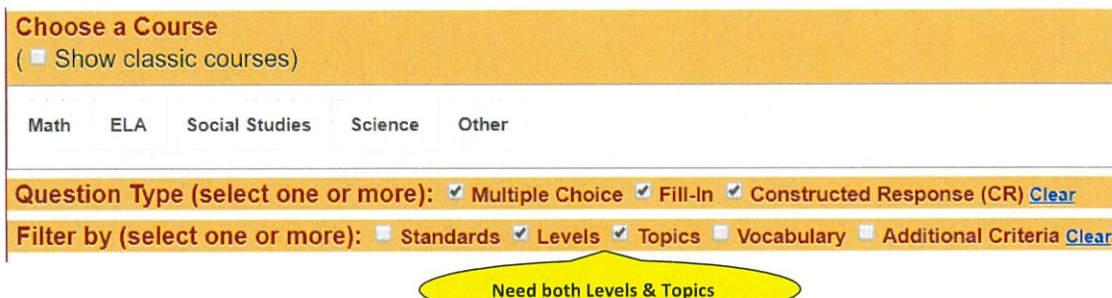
**Question Type (select one or more):** ☒ Multiple Choice ☒ Fill-In ☒ Constructed Response (CR) [Clear](#)

**Filter by (select one or more):** ☐ Standards ☐ Levels ☒ Topics ☐ Vocabulary ☐ Additional Criteria [Clear](#)

Just Topics

## PreK-8 – Math, ELA, Social Studies, Science and HS/MS Spanish/French

- Leave box next to Show class courses UNCHECKED
- Click on the content and be sure to check the Question Type and Filter by options.



**Choose a Course**  
 ( ☐ Show classic courses )

Math   ELA   Social Studies   Science   Other

**Question Type (select one or more):** ☒ Multiple Choice ☒ Fill-In ☒ Constructed Response (CR) [Clear](#)


**Filter by (select one or more):** ☐ Standards ☒ Levels ☒ Topics ☐ Vocabulary ☐ Additional Criteria [Clear](#)

Need both Levels & Topics

## Click Start

1. For PreK-8, select the Levels using the chart.
  - Primary (Grades K-2) as A, B, Ca
  - Elementary (Grades 3-5) as D, E, F
  - Middle School (Grades 6-8) G, H, I
  - HS (Grades 9-12) as J, K, L and M for AP Level content

## Click Next

2. Now select the Topics to use – be sure to [Clear](#) any old topics before selecting new so you don't combine a previous search by mistake.
  - Use the blue/green plus symbol expand the sub topics  Reading until you
  - Click on the check box next to the specific topic of choice
  - a. Scroll to the bottom and choose **Save Choices & Show me questions**



3. Check the box next to the ID to select the question for your assignment (newest questions are showing first).
4. Once you have selected all the questions you need, click **Done** found in the floating pink bar.
5. You will now be on the Assignment Editor window. See section below on Assignment Editor Window to learn how to edit and print the assignment.

Questions in assignment: 10

Done

## FIND QUESTIONS BY STANDARDS USING KEYWORD SEARCH BUTTON

1. From Teacher Center, click **Assignments**.
2. Select the **Course** students will recognize.
3. Select the **Assignments** tab and type the assignment name in the box next to **New Assignment name:**
4. Click on gray button **Create New Assignment**.
5. Choose the **Keyword Search** button.
6. Choose the **Standards** tab at top and then type the standard in the search window.
7. To view a question, click anywhere on the question box.
8. Click on **Add** in the question box then chose **Close** when done viewing.
9. You can remove a question from the selection using **Remove** in the question box.
10. You will see a **Questions in assignment** pink box. If you have all the questions you need, click on **Done**.

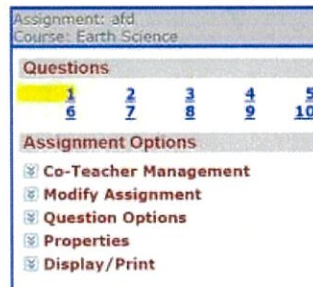
Questions in assignment: 10

Done

## ASSIGNMENT EDITOR WINDOW

To view available options, click the double down arrow next to each choice.

1. Co-Teacher Management
2. Modify Assignment
  - Rename
  - Multiple Choice Style
  - Create Assignment Note
  - Reclassify to Another Course
3. Question Options
  - Add More Questions
  - Remove Question
  - Reorder Questions
  - Position
4. Properties
  - Question
  - Assignment
5. Display/Print
  - Assignment
  - Answer Key
  - Answer History
  - Vocabulary



**\*NOTE:** Utilize the "Create Assignment Note" option found under Modify Assignment to give students directions with this assignment. Example: Review the Class Notes and Watch the Video link before attempting the questions. You could give "hints" to help with an assignment. Remind them there is a Retake to this assignment if they don't achieve a certain mastery grade you determine.

## ASSIGNMENT – ATTACH RESOURCE (class notes, videos, URL's, etc.)

When in the Assignment Editor window, you can attach resources for the students – class notes, an article to read, a URL, a video, audio files, etc. This will give your students additional help when working through practices and learning a new topic.

### PREPARE YOUR RESOURCE

1. The resource you plan to attach will need to be ready to use prior to the Attach Resource step.
  - Be sure the resource URL is up and open ready to be copied or the MP3 or MP4 file is downloaded and saved on your computer.
  - Class notes can be in Word or PDF format. If copying an article from a source be sure to store it as a PDF to attach or copy it into a Word document. If your document is in a Google Doc or some other source besides Word, you will need to convert the document to PDF.

\*NOTE: a file must be less than 500 megabytes to upload as a resource.

### ATTACH YOUR RESOURCE

1. Get into the Assignment Editor window (Click on Assignments, then click on the pencil (edit) to the right of the assignment)
2. Click on [Attach Resource](#) – upper right corner
3. Click on **Add New Resource**

Add to Existing Resource Set	Create New Resource Set
You can add to an existing resource set – for example you may have many documents or videos that go along with a unit. <ul style="list-style-type: none"> <li>• Click on <b>Add to Existing Resource Set</b></li> <li>• Select the Resource Set – Click OK</li> </ul>	<ul style="list-style-type: none"> <li>• Click on <b>Create New Resource Set</b></li> <li>• Name the set (Example: Unit 1) – Click <b>OK</b></li> </ul>

4. Use:
  - **Add URL** for web pages – this may include Videos that can't be stored as MP3 or MP4 files
  - **Upload File** to upload PDF, PowerPoint, Word, MP3 or MP4 files less than 500 megabytes.
  - **Be sure to use a description that associates it to this assignment**
5. Add URL or Upload File
6. Add as many resources you need for this set then use the back arrow above Instructions (upper left)
7. From the Resources listed, click on the + sign next to each resource you want to upload to your assignment. Use Attach Resource each time you would like another resource uploaded.

## ASSIGNMENTS – ASSIGNING

### ASSIGN to STUDENTS

Within Assignment Editor Screen	From Assignment Home Screen
<ul style="list-style-type: none"> <li>• Scroll to bottom left corner</li> <li>• Click <a href="#">Assign to Students</a></li> </ul>	<ul style="list-style-type: none"> <li>• From Teacher Center select <b>Assignments</b></li> <li>• Click Assign/Monitor icon across from assignment </li> </ul>

1. Click the **Assign to Students** tab or **Quick Assign** for multiple classes.
2. Select individual Student(s) or entire Class(es). Select applicable check boxes or use [check all](#) if everyone is included.
3. Scroll to bottom and select among Modes, Availability Options and Additional Options.

## ASSIGNMENT "ASSIGNING" SETTINGS

4. **Open Mode** - students are given two tries; a hint and vocabulary pop up when answered wrong on the first try; a reason is always given when question is complete. Recommend setting Auto-Lock Questions as an additional option. If so, teacher will need to change assignment mode to Review Only after for students to review questions.

OR

**Quiz Mode** - one try with no feedback when question is completed; teacher will need to change assignment mode to Review Only after for students to review questions.

5. **Availability** – use the **From/To** so that you can set deadlines for the students. The students will see in red the From/To dates.

\*Keep assignments for students to do timely for the week vs. giving students work for the month. Too many assignments in the Inbox can be overwhelming.

Mrs. Connor - Algebra I  
Assigned on: 3/13/2020 8:45:00 AM  
Assignment Mode: **Open**  
Availability: **From/To**  
From/To: 3/13/2020 1:00:00 AM -> 3/14/2020 11:59:00 PM

6. **Retake Assignment Options** – retake allows the student another chance at answering questions they didn't get right the first time around and didn't meet the teacher's Mastery Level grade expectation on the assignment. This is a great tool for Test Corrections and Mastering HW. Set the Retake assignment to Open or Quiz for the retake.

**NOTE:** To view the grades from the original and retakes, click on Assignments, click on the Assign/Monitor icon to the right, then Assignment Results tab, choose the class, scroll to bottom and click on Scores Report. This is the ORIGINAL score the students achieved. Close that report, THEN at top click on the Retake Results, then scroll down and click on Master Level Report. It will show you # of retakes and their final score.

7. Review the **Additional Options** and set what is appropriate for the student or class.
8. Click on **Assign**.
9. To view the results once students have started the assignment, click on the **Assignment Results** tab at the top of the screen. Use the Scores Report at the bottom to view the class results.
10. For individual student results click on [Report](#) and [Responses](#) to the right of each student name.

Assign to checked students using the following options:

**Assignment Settings**

**Initial Assignment Options**

Modes: ☐ Open ☒ Quiz ☐ Offline ☐ GradeCam

Availability Options: ☒ Always ☐ From/To

☐ Timed

**Retake Assignment Options** [Retake Feedback](#)

Assign Retakes: ☒ Yes ☐ No

Mastery Level (100) 50 100

Mode for Retakes: ☒ Open ☐ Quiz

Auto Score Retries: ☒ Score with retries as no credit ☐ Score with retries as half credit ☐ Score with retries as full credit

Number of Retakes: 2

Availability Options: ☐ Always ☒ From/To (This date range determines the window during which the student generating retakes)

From: 3/13/2020 01:00 AM To: 01/05/2020 11:59 PM [Read-only set by Initial Assignment Options](#)

☐ Timed

Auto Graded Questions to include on Retakes: Questions Answered Incorrectly the 1st Time

CR Questions to Include on Retakes: Do not include any CR Questions

**Additional Options**

☐ Randomize Question Order

☐ Disable ReadSpeaker text-to-speech

☒ Display grade upon completion of quiz

☐ Allow Changes to Answers

☐ Allow changing of display language. Note this is a computer translation and is not 100% accurate

☐ Use Math Tools - Allow students to use an on-screen calculator, protractor and ruler for this assignment.


☐ Track time spent on task using 60 seconds as timeout period. 60 180




11. To change any assign options, or place in Review-Only or Lock an assignment, click on the **Assignment Results** tab, check off the students, select desired Assignment Settings choices, and then click on **Change Mode**. Be sure you include all choices needed. Whatever is selected will be the new choices.

## DATA RESULTS – GRADING CR QUESTIONS & VIEWING REPORTS

### GRADING CONSTRUCTED RESPONSE QUESTIONS

1. From the Teacher Center, click **Assignments**.
2. Click Assign/Monitor icon to the far right of assignment. 
3. Click on the Assignment Results tab and then choose the class or all classes to grade.
4. Scroll down and select **Grade CR**.
5. Choose the question to grade and then view the question and sample answer.
6. For the students that have the words "**Answered**" in the status column, choose the drop down in the **Score** column and give the students the point value for their answer. They had selected "Save as final answer" when completing the question and are ready to be graded. If the Status column indicates "**In Progress**", the student has not chosen "Save as final answer" yet and should not be graded.
7. Use the pencil to the right to leave a comment for the students.

### VIEWING THE DATA

1. From the Teacher Center, click on **Assignments**.
2. Choose the Assign/Monitor icon to the right of the assignment. 
3. Click on the **Assignment Results** tab and select the desired class or all classes.
4. Choose the Score Options for the Raw Score column. Determine how much credit you will give students for the Open mode retry answers they get right. Also determine if you are going to score unanswered questions as incorrect.

**Score Options**  
 Show score as: ☒ Points ☐ Percent  
☒ Score unanswered short answer questions as Incorrect and unscored/unanswered CR questions as 0 points  
 Retries: ☐ Score with retries as no credit ☐ Score with retries as half credit ☒ Score with retries as full credit  
 to update assignment results below

5. Scroll down and there are various reports to select. Two most common used are starred below:



- **Class Cumulative Report**: Set your own personal **Scoring Threshold** which will determine red bars (weakness) and blue bars (strengths). Set **no credit for retry** and leave **unchecked** unanswered as incorrect. This validates only the questions the students answered and the first-time answer. Choose all the boxes under **Check to include in report**. Click on **Refresh** to view results.  
 \*Can be used as a great visual projected on a board to review with students. The question number in blue is clickable.



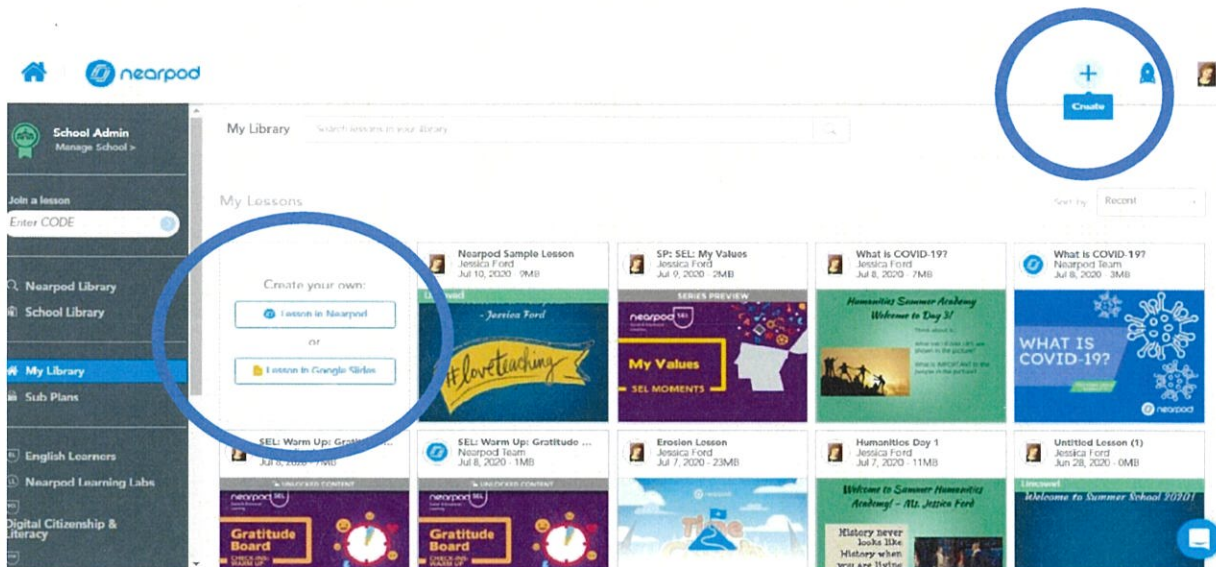
- **Scores Report**: View scores by Raw, Full-Credit Retry, and Half-Credit Retry.  
 \*Don't forget to give your students credit for a successful retry when assigned in Open mode using the Full or Half credit columns.

- **Additional Reports** – Assignment Comprehensive, Time on Task, Vocabulary Study Sheet

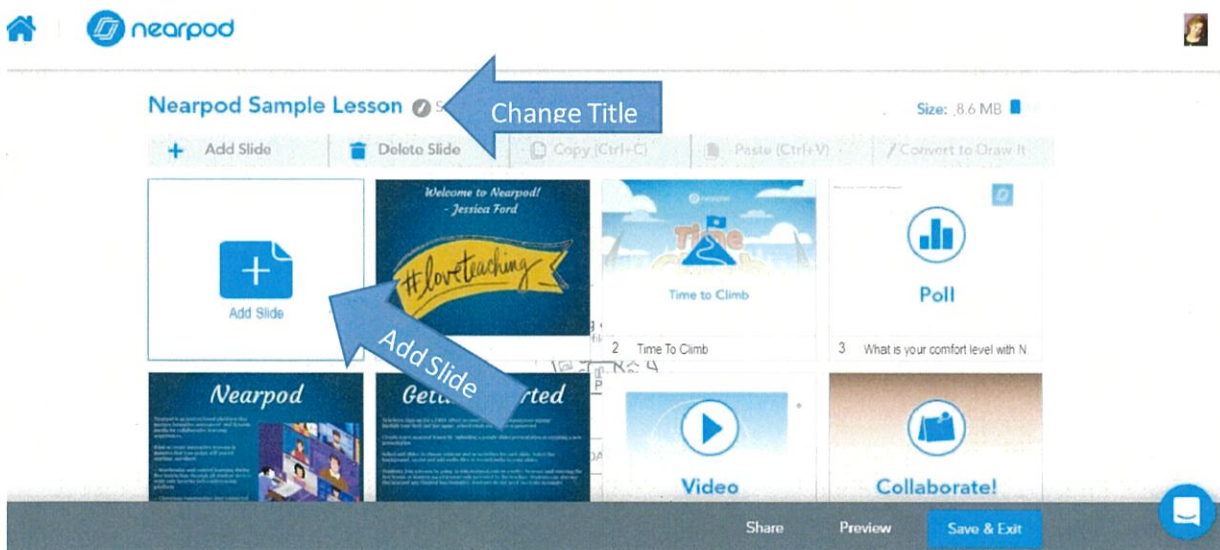


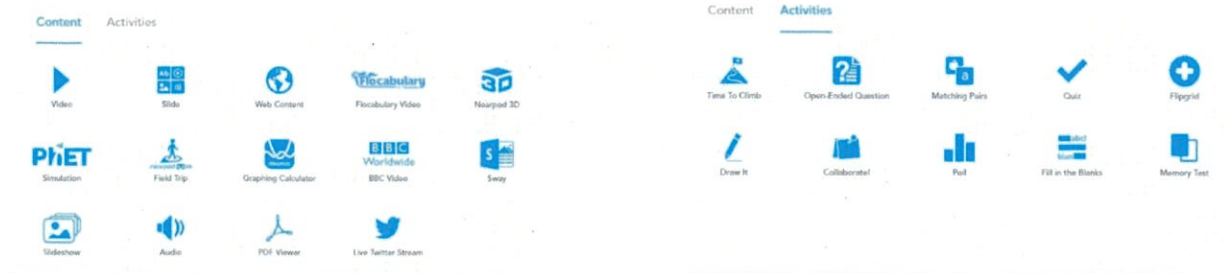
## How do I create a lesson?

1. Log in to your dashboard and select create your own lesson in nearpod or lesson in google slides



2. Build your lesson. Change the title, add content and activity slides





### Content Slides:

Video (copy and paste a URL link or search to insert a youtube video)

Slide (Format a slides of notes by change background, font, layout, add voice recordings, images, gifs or files)

Add Content (copy a website URL that students can access within the lesson)

Flocabulary (Lessons on all different topics taught through hip hop music videos)

Nearpod 3D (Insert and manipulate 3D images)

PHET Simulations (Math and Science Simulations ranging levels from elementary to high school)

Field Trip (Search a location and see images through simulated VR glasses. Look around and make observations.)

Graphing Calculator

BBC Video

Sway (Microsoft Version of YouTube)

Slideshow (mini slideshow set within the larger presentation)

Audio (insert audio recordings or record audio for students)

PDF Reader (attach a pdf document)

Live Twitter Feed (connect slide to twitter account)

### Activity Slides:

Time to Climb (review game formatted similar to Kahoot. Teacher creates questions. Students select an avatar and answer questions. The faster they answer, the more points they earn and the higher they climb.)

Open Ended Questions (Only Teacher can see responses. Once students complete, teacher can share exemplars with the class)

Matching Pairs (Teacher created matching sets using words and/or images. Correct matches turn green and incorrect matches turn red. The number of tries is also recorded.)

Quiz (Teacher created multiple choice quiz. Time limit can be set. Images can be added to questions and/or answer choices.)

Flipgrid (Free for all educators, learners, and families. Engage and empower every voice in your classroom or at home by recording and sharing short, awesome videos...together!)

Draw It (Students use their own whiteboard to draw, highlight, insert pictures, and insert text, all on top of each other.)

Collaborate (Interactive board for brainstorming, sharing text and images. You add the boards with selected background and prompts and students simply add their ideas. Teacher can opt to preview all responses before student work is posted.)

Poll (Teacher created poll. Students select the answer and student choices and % answered is shared with teacher. Teacher can share results with the class once completed.)

Fill in the Blank (Type or paste text in a box. Select the words you want to take out for the word bank)

Memory Test (Create a memory game, search for images on the web, use keywords on the left bar. You can also look for images by browsing your files. Then, just drag and drop them onto the boxes on the grid. Images will duplicate automatically. Correct answers will turn green and incorrect matches will turn red.)

**Preview, Save and Exit** your presentation

**SHARE** your presentation by hovering the mouse over the selected lesson and choose live lesson or student-paced lesson.

The Code can be shared through email, social media, link, google classroom, remind and Microsoft teams

Copy Live lesson links and give to students in the chat of the video conferencing software you are using. (i.e. Microsoft teams, Zoom or Cisco Webex)

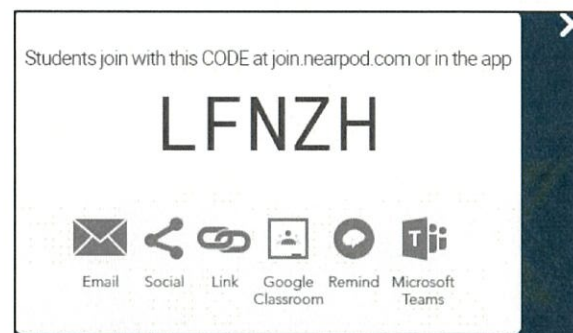
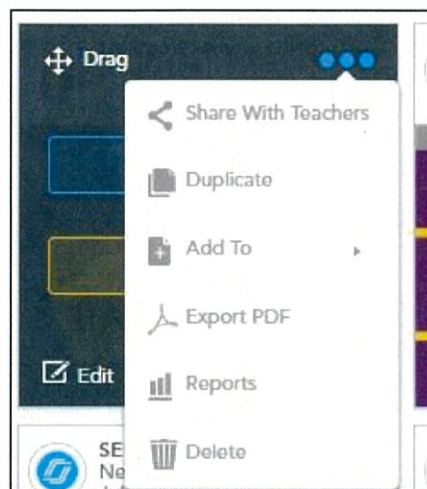
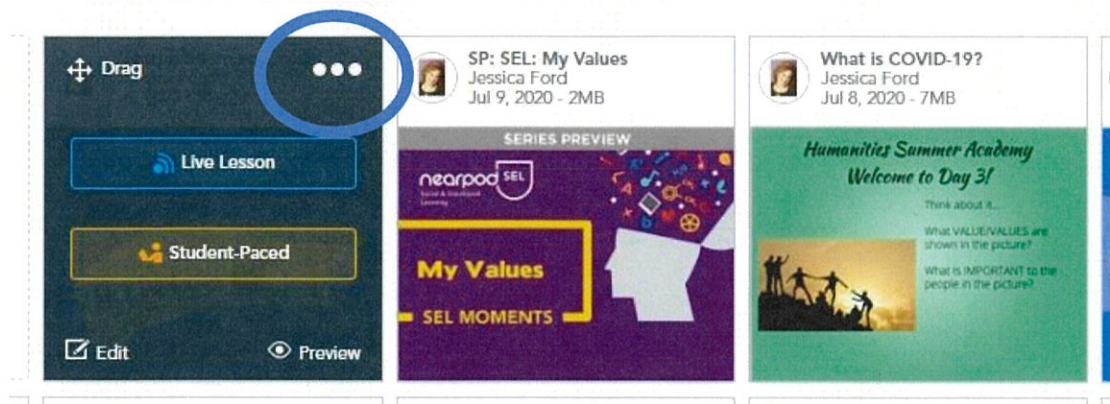
Once they open the link in their web browser, students will prompted to enter a session name (their first and last name) to begin the session

At the end of the lesson select the dropdown menu in the center of the screen and select end session. A copy of the report is available on your home screen (shown below)

**Tips: Assign live lessons by period (Generate a new code each live lesson.)**

**Option to set a deadline for a student paced lesson link**





**Congratulations on creating and facilitating your first lesson!**

**Check out [nearpod.com/resources](https://nearpod.com/resources) for Live & Pre-Recorded Webinars, How to Guides and Subscribe to the Nearpod Channel on YouTube**