Guide to Nearpod
Logging In as a Teacher
You can run a Nearpod session off of any device, but creation is best on a computer. You might want to start by logging in through a browser.
Nearpod has paid features so the best way to login is however your school admin has set it up. Most of the time it is your email login.

If you don’t have a school license you can still use it effectively. You can either create an account or login directly with Google / Office 365.
Logging In as a Student
All students have to do is go to nearpod.com and punch the lesson code in here (Computers) or open the app, click join, and type the lesson code in (Mobile Devices).

The nice thing is students don’t have to login. All they have to do is punch in lesson code and their name. Where to find the codes can be found in the My Library section of this guide.
The Home Screen
This is the Teacher Home Screen which gives you avenues to the 5 main task. If ever not here, click the house icon in the top left.

**MY LIBRARY** is where you launch Nearpod for students and is basically your file system for existing Nearpods.

**EXPLORE** is basically a Nearpod Store that allows you to find pre-written content.

**JOIN** is where a teacher can join someone else Nearpod from their teacher account.

**CREATE** is where you create your own Nearpods.

**REPORTS** is where your data lives.

**MANAGE SCHOOL** only shows up for admin accounts and lets them manage username and passwords.
My Library
**MY LIBRARY** is where all of your Nearpod Presentations are saved. It is also where you launch Nearpod Presentations.

You can create folders here in order to organize.

Presentations without the Green Bar are ones that people hit save and exit out of create. It means that they have been prepared with student codes to launch with students.

Presentations that have a green bars are ones that the user backed out of create without hitting save and exit.
**UNSAVED LESSONS** Are Lessons with the Green Bars. Everything in Nearpod saves. All saved lessons are lessons that have been prepared with codes.

If you hit save changes it preps that presentation with codes.

If you hit edit, it allows you to move back into create in order to edit the presentation.
SAVED LESSONS are ones that have been prepared with codes. They don’t have a green bar.

Live lessons are lessons meant to be directed by the teacher with the teacher having control of the slides.

Edit allows you to take the presentation back into Create to Edit. You just have to hit save and exit again to prep with codes.

Student paced allows the students to use the code and transition the slides themselves for up to 30 days.
THE THREE DOTS are extra options where you can do a couple of things with your presentation.

Click the three dots to get to the extra options.

To share with a PLC click Share and make sure box with editable copy is checked off.

By Clicking Add To, you can add the presentation to what amounts to a school store with school library or a district store through district library.
To get a **LIVE LESSON** code scroll over the presentation and click on live lesson. **LIVE LESSONS** mean the teacher controls the slide movement.

This code is what students punch in either to nearpod.com or into the app.

You can share the code out a number of ways but are more than likely just going to write it on your board or share it on your big screen.
To get a **STUDENT PACED** code, scroll over the presentation and click on student-paced. These lessons are ones where students control slide movement.

This code is what students punch in either to nearpod.com or into the app any time in 30 days to log on.

There are a number of ways to share that lesson including embedding on your website or LMS with the embed code or Google Classroom where all you have to do is pick the assignment and type of post.
Once You Launch a Lesson
After you launch a **LIVE LESSON** you have several options to make it run smooth:

- **By clicking here** you can add an assessment quickly when needed.
- **By clicking here** you can quickly switch into teacher mode to hide your teacher screen when needed.
- **By clicking here** you can quickly hide student names and assessment responses.
- **By clicking here** you can see who has logged in.
- **By clicking here** you pop the login code at anytime for students. Helps with students who get logged on late.
Explore
EXPLORE is basically a Nearpod Store of content. If you have a school account they are free. If not they cost around $2.99 a lesson.

Everything in the Nearpod store is heavily vetted even down to a point of image resolution.

There are well known content providers such as Flocabulary, Learn Zillion, Max Scholar, Common Sense Media and many more.

It can also be a great way to get ideas on how to apply certain features like VR.
Filter Helps you Find the lessons you want. It’s heavy on core lessons.
Join
When you click JOIN, it just gives you a place to join a Nearpod Presentation from your teacher account. Just put the join code in and press the arrow.
CREATE gives you the opportunity to create your own Nearpod Presentation. The best way to think of it is it moves ALOT like PowerPoint with adding slides and reordering them.

To add new slides no matter what they are, click here.

To add an older presentation (PowerPoint or Google Slides) click upload files and just find the file.
When you click **ADD SLIDE**, it gives you these three buttons. Just click on the buttons to access options in each category.

**Add Content** is all your teacher directed/consumption type content.

**Add Web Content** allows you to add a website into your Nearpod.

**Add Activity** is all of your assessments.
Once you have added slides, you have some other options. You can turn any presentation slide into something for students to annotate over by highlighting the slide and clicking Convert to Draw It. If you use the Add Slide Button to the left, slides naturally show up on the bottom and you have to move them. To get around that, you can right-click in the space between slides to add slides. If you have added a few slides and you get stuck, use this button to share your presentation with someone who knows Nearpod. They can help you from afar. If you are done editing and you need codes for kids, click Save and Exit to send it to your library.
When you click **ADD SLIDE** and the **ADD CONTENT**, it gives you a menu of different types of consumption content you can add into your Nearpod.

- **SIMULATION** lets you add PHET Science and Math Simulations.
- **BBC VIDEO** lets you easily add BBC Video Content.
- **FIELD TRIPS** lets you add 360 Virtual Reality style images.
- **VIDEO** allows you to easily insert videos especially from YouTube.
- **Audio** allows you to easily insert audio clips.
- **PDF VIEWER** lets you add things like articles in your Nearpod. If you want students to annotate on it, you will want to add it as a **DRAW IT** under add activity.
- **SLIDE** lets you add PowerPoint type slides.
- **NEARPOD 3D** lets you add 3D images from a library.
- **SWAY** gives you a library of pre-built Sways to add or you can add your own in Office 365.
- **SLIDE SHOW** puts a PowerPoint slide deck on one Nearpod slide.
When you click **ADD SLIDE, ADD CONTENT, and Slide**, it takes you to Nearpod’s Slide Editor.

This slide editor is **WAY** better than it used to be, but you still don’t get all of the formatting options you would in PowerPoint and Google Slides. You also don’t want to have to recreate things you already have, so you will want to add slides a different way.

The one thing that could be really useful (it may not be in your account yet) is the Audio Button which has an Audio Recorder option to enable read aloud.

This slide editor is really good to just add a slide here or there when needed.
To add a **POWERPOINT** or **GOOGLE** Slide Deck, you want to come back to this screen.

Start by Clicking **Upload Files**

Then click the upload button and pick the PowerPoint file from your computer.

Google Slides is the same process just use the Drive button.
NEARPOD 3D, SIMULATION, BBC VIDEO, FIELD TRIP, and SWAY all work the same way.

Just click on the one you want

Then click DONE and it will add as a slide
SLIDESHOW is not where you put your old slide deck. It puts all of your slides on one Nearpod slide.

When you click here, you will get the option to upload a presentation (Half box with arrow pointing up icon for Power Point, Google Drive Icon for Slides).

SLIDESHOW can be a great way to present choice to kids, but it can also confuse teachers as they think this is where they move their content over for separate slides.
**VIDEO** is where you add both Youtube Videos and other Videos into your presentation.

When you click here, it gives you the option to search Youtube Videos or to upload your own video.

**VIDEO** gives you two options to have kids watch video:

**Option Number 1**: Kids watch on their device and have control of stop/start.

**Option Number 2**: You pause the student devices and play the video up front.

To Use Youtube:
Use this avenue rather than add web content because it cuts out the garbage that surrounds YouTube Videos.
Create and Add Web Content
ADD WEB CONTENT allows you to add websites into your Nearpod.

To get there click ADD SLIDE and then ADD WEB CONTENT.

Just type the URL here and hit save.

By using this, it's also easy to see if a student is in the right place online.

THINK DEEPER: Many teachers use add web content as a way to add stuff to read, but anything with a single URL works so can add learning tools like Symbaloo, Blendspace, Google Forms, and MUCH MORE.
Create and Add Activity
**ADD ACTIVITY:** To get there click **ADD SLIDE** and then **ADD ACTIVITY.** It then gives you a menu of options to use.

**QUICK** lets you put up to 25 assessed multiple choice questions on 1 Nearpod slide.

**POLL** lets you do multiple choice questions with no assessed correct answer.

**OPEN ENDED QUESTION** allows you to input a question that takes a typed response.

**DRAW IT:** Let's students annotate and draw with the ability to put an image or PDF in the background to draw over.

**COLLABORATE:** Gives students a digital cork board where they can see each other's response.

**FILL IN THE BLANK:** Allows you to write a paragraph and then pull words out into a word bank.

**MEMORY TEST:** Allows students to participate in a card matching game.
Open ended question, quiz, and poll all work the same way. Input the question, hit save, and then it will show up in your Slide Deck. Each of them has this button which allows you to attach any multi-media to the question for response.

In multiple choice, click the check mark of the correct answer to have Nearpod assess it.

By clicking **ADD QUESTION** you can add up to 25 questions to 1 Nearpod slide.
DRAW IT: Allows you to both put a Whiteboard in your presentation or almost anything for the students to annotate over.

Enter your question here

Have the ability to add multimedia for people to respond to.

Drag an image or PDF here to open up possibilities:
- Can leave blank for things like math problems
- Can label things like animal cells or maps
- Can add graph paper
- Could add PDF docs to highlight and annotate on
- Could add worksheet to go completely paperless
- LOTS MORE
COLLABORATE lets the students see each other's work to collaborate on a topic. They are simple to set up. Just add a topic and pick the format.

Lots of ways to use but some ideas:
- Use it to get first person perspective through having students create fake social media accounts.
- Use it to have students complete a scavenger hunt.
- Put student work in slide before and use it as peer evaluation.

MODERATION: Can approve all comments before they post in Live Lesson and you can turn board access off in student paced.
FILL IN THE BLANK lets the teacher type out a paragraph that students can fill in from a word bank.

Type Your Paragraph here then hit next.

Click on the words you want to make part of the word bank.

Students get feedback in their session rather than fill in the blank showing up in the reports.
MEMORY TEST lets you build a card matching game.

You can do images or text, but not a combination of both. It automatically copies what you drag to the blue boxes.

Search for an image here, and then drag it to the blue box.
Reports
REPORTS are where all your data lives.

Whatever Nearpod you launched last gets pushed to the top of the list.

They are time stamped by session, so if you teach multiple sections of the same subject launch multiple Nearpod sessions!
Once you click **REPORTS**, the Nearpod you want to see Reports from, and the Time Stamped Session you want to see, it gives you lots of options on how to parse out your data.

A key button is this download button which gives you the option to download as CSV file in order to get your data into a spreadsheet.
Some Switches
Nearpod has some switches that can add to the students experience, but they are kind of hard to find.

Start by clicking the profile image.

Then click the pin wheel.

Last step is to click advanced.
Here is a better view of where to find the advanced tab.

ENABLE NOTES lets students take presenter style notes during their Nearpod session. They either email as a word doc or upload to Google Drive.

SHOW QUIZ RESULTS allows students to get feedback in student-paced mode from assessments, but it also lets them change responses.

ALLOW STUDENTS TO RESUBMIT allows students to change after they press send.

ENABLE COLLABORATE enables collaborate boards in student-paced lessons but there is no way to moderate them.
Some Other Things Nearpod Offers
Nearpod has some other features baked in depending on your account type.

Nearpod also has specialized content that you can become part of such as ELL (Lessons for ELL students) and Ready to Run PD.

SUB PLANS allows you to leave Nearpod for subs and gives you notifications to make sure they have done it.

MANAGE SCHOOL gives school accounts admins the ability to get usage reports and set username / passwords.