

Math | Science | Language Arts | Social Studies

ONLINE Learning Platform User's Guide

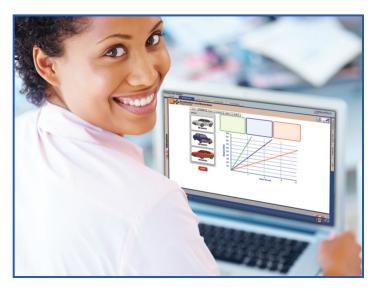








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I. INTRODUCTION

An Easy-to-Use Platform That Gives Teachers Ultimate Control and Students the ultimate learning experience - *Anywhere, Anytime and any Device!*



Create & Present

Use the build-in templates and tools to author your own curriculum and create customized interactive lessons with multimedia presentations, virtual labs, quizzes, flashcards, worksheets, games, study guides and an illustrated glossary.

Assign

Assign any ready-to-use lesson or learning activity to your classes or individual students for access in class, at home or the library! The platform features an innovative online assignment calendar with easy-to-use scheduling capabilities.

Assess

Create diagnostic proficiency exams to assess student aptitude in core academic areas in order to identify strengths weaknesses and opportunities to improve curriculum and instruction and learning outcomes.

Track

Use NewPath's unique classroom management system to create classes, add students and monitor performance through customized grade books which feature automatic grading and reporting.

Save

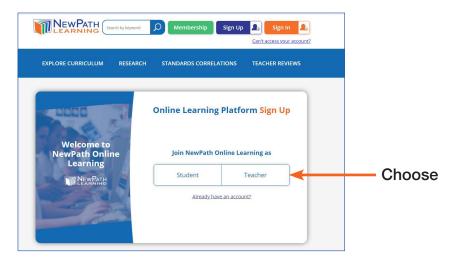
Archive your lessons at no cost on NewPath's Online Platform for use later in the semester... or in the years to come!!

Share

Use NewPath's online community to share the lessons you've created... or access those created by other educations across the country and around the world!



II. SIGN UP



a. Student Accounts

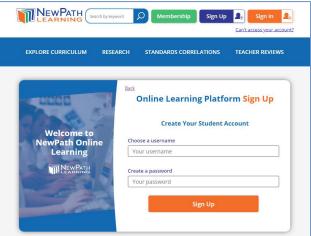
Students may create their own accounts with a Class Code provided by the teacher.

i. Enter Class Code



After entering a valid **Class Code**, students may choose to create their own account by entering a unique **username** and **password** or continue with their existing **Google** login credentials.



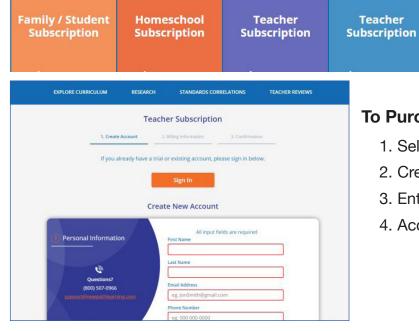




b. Teacher Accounts

i. Create Trial Account

Teachers have the option to first create a **free 14-day trial account** and then upgrade to a paid premium account at any time, or choose to purchase a subscription by selecting a subscription type from the **Membership** page.

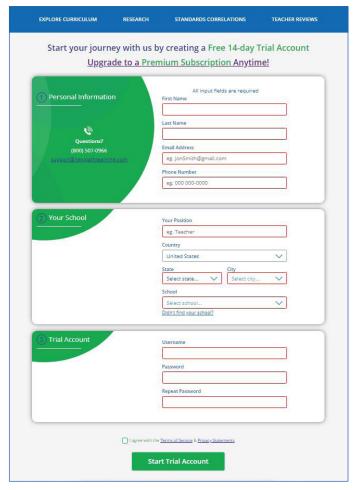


To Purchase a Subscription:

School & District

Subscription

- 1. Select subscription type
- 2. Create account
- 3. Enter billing information
- 4. Account confirmed!



To Start a Free Trial:

- 1. Fill out form
- 2. Confirm the account via email
- 3. Start trial account!



III. SIGN IN

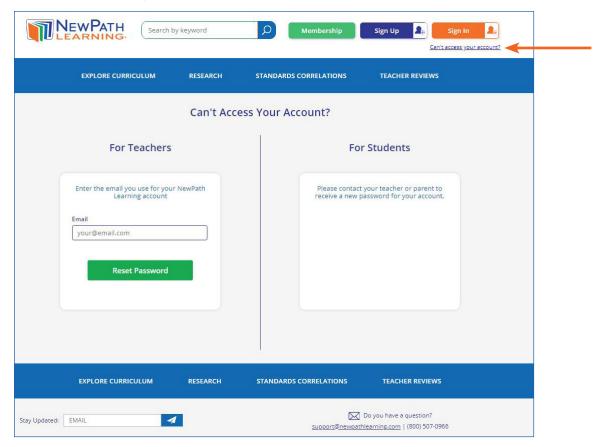
a. Student/Teacher

i. Username and Password or Sign In with Google

If you've created and activated an online account, you can simply log in by entering your unique **username** and **password** or choose to sign in with **Google**.



b. Can't Access your Account



i. Teacher - enter Account Email address

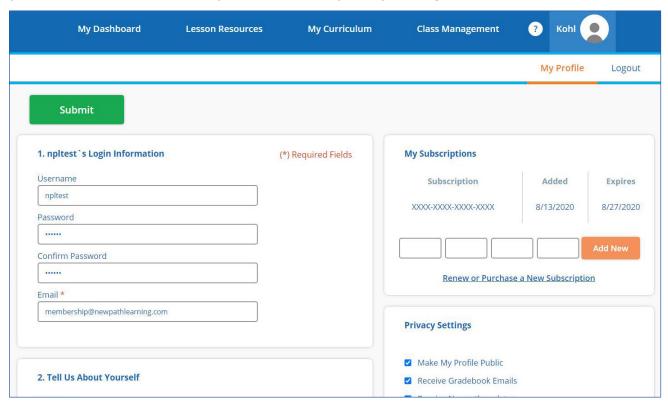
To reset your password, click on the **Can't access your account?** link. Type in the email address you used to create the NewPath Learning account and click Recover. An email will be sent to you with your username and a link to change your password.

ii. Student – Students cannot reset their passwords and are directed to see the teacher to reset their password.



IV. MY PROFILE

My Profile page accessible by clicking on your profile icon, includes your login information, personal information, subscription status and privacy settings.



V. MY DASHBOARD



My Dashboard is designed to provide you with quick and easy access to key information that you use every day. It includes is a snapshot view of the gradebook, a listing of your classes, assignments, students and a calendar. You can click on any of the links to obtain further details of the selected item.



VI. CLASS MANAGEMENT

a. Getting Started Wizard

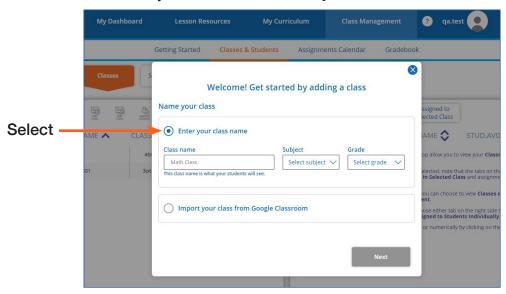
Allows you to add classes, students and make assignments using a step-by-step wizard.



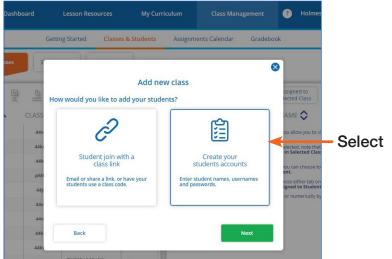
i. Add New Class

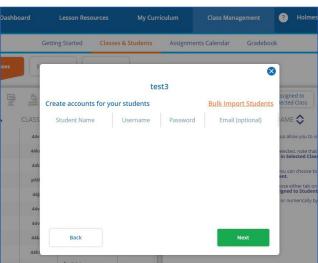
Using the Getting Started wizard, you have 2 options to Add a New Class

- 1. OPTION 1 Manually Add New Class
 - a. Enter your Class Name, Subject and Grade and click Next.



- b. Add Students to Class 2 options
 - i. Create your students accounts
 Select Option and click Next to Import Students by following the onscreen directions.



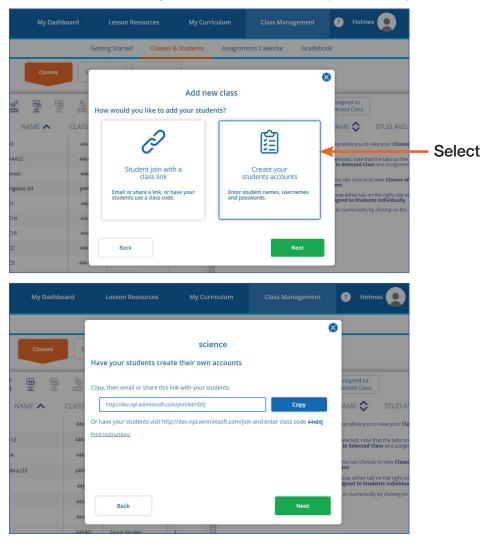




ii. Students join with a Class Link

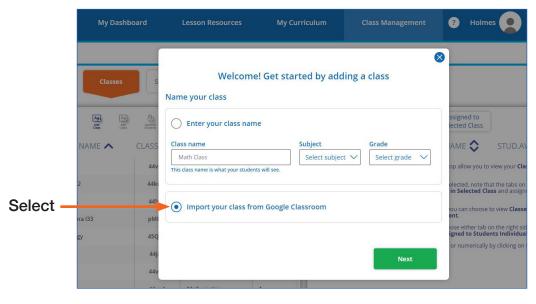
Select Option and click Next to generate Class link and provide to your

students.



2. OPTION 2 - Import Class from Google Classroom

This option will automatically import your classes and students by signing into Goggle your account.





3. Managing your Classes and Students

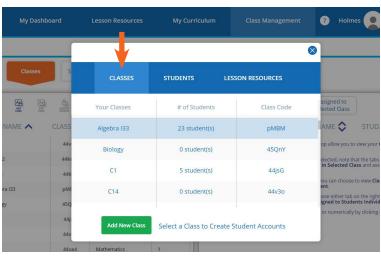
After creating your classes and adding students, you may view and manage your classes and students by selecting **Getting Started** and choosing one of the

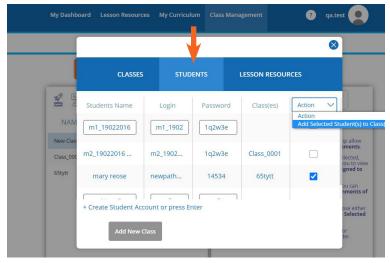
following tabs:

a. CLASSES tab

Allows you to add new classes, view Class
Codes and create student accounts to add to your Classes.

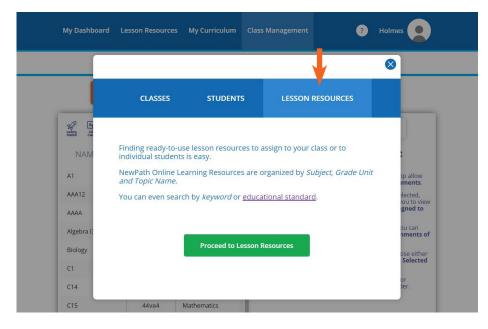
b. Students tab
Allows you to Edit
students and Add them
to Classes.





4. Lesson Resources tab

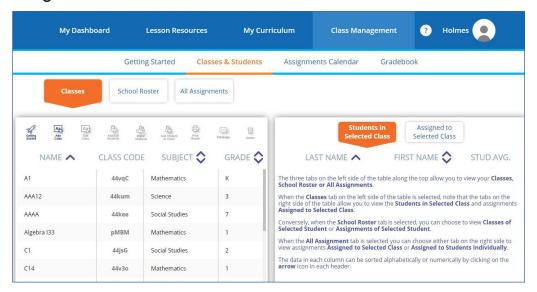
Provides you with links to resources to assign your classes and students.





b. CLASSES & STUDENTS

The three tabs along the top allow you to view your **Classes**, **School Roster** or **Assignments**.



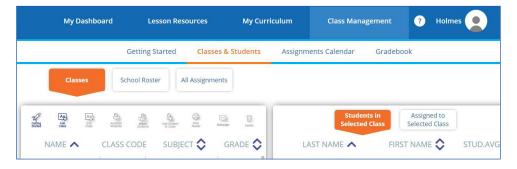
When the **Classes tab** is selected, note that the tabs on the right side of the table allow you to view the **Students** and **Assignments** that are associated with the selected class.

Conversely, when the **School Roster tab** is selected, you can choose to view **Classes** or **Assignments** associated with the chosen **Student**.

And when the **Assignment tab** is selected you can choose either tab on the right to view to which **Classes** or **Students** a selected assignment has been assigned. The data in each column can be sorted alphabetically or numerically by clicking on the arrow icon in each header.

i. Classes Tab

The **Classes** tab allows you to create and manage your selected class using the action icons listed below.



Action Icons:

Click to select one of your classes you've created and then click on any of the action icons to complete the task.













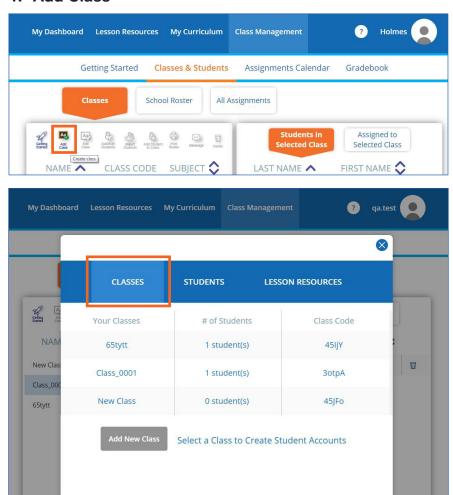




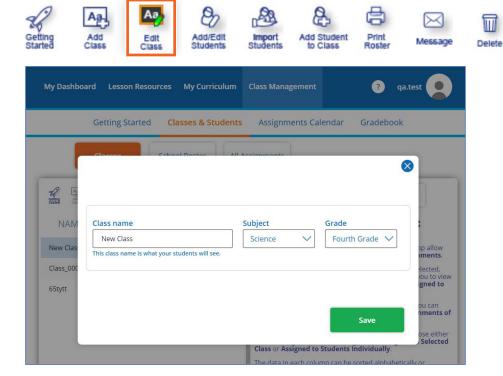




1. Add Class

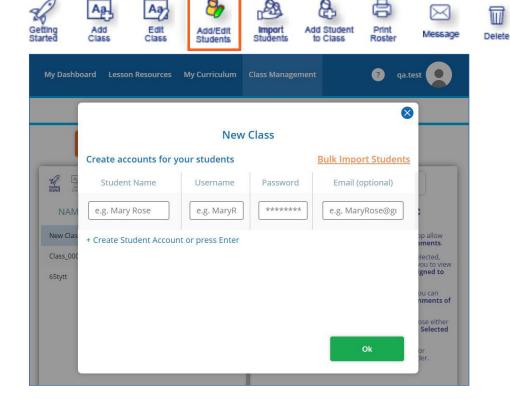


2. Edit Class





3. Add/Edit Students



4. Import Students









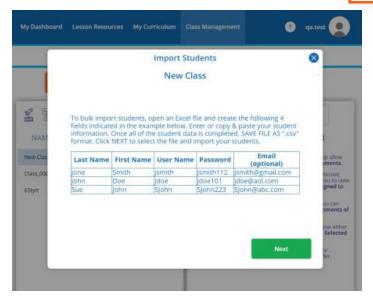


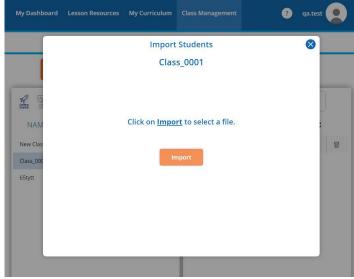






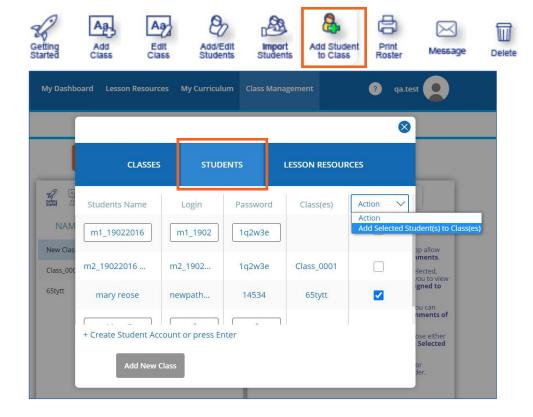






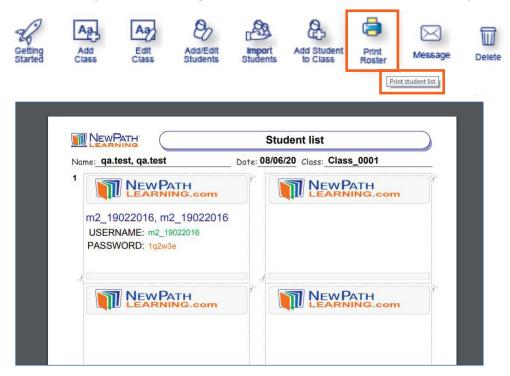


5. Add Student To Class



6. Print Roster

Creates a pdf with the login credentials of each student which you can then print.



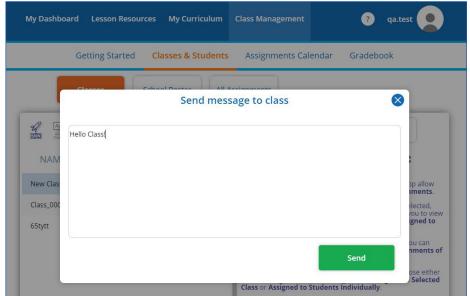
Sample Class Roster



7. Message Class

Sends an email to all students with an email address in your selected class.





8. Delete Class

Deletes class information but not students.



















ii. School Roster

The School Roster tab allows you to manage your students with the action icons outlined below:





1. Import Students

Allows you to bulk import your students.

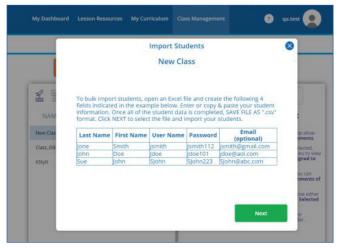


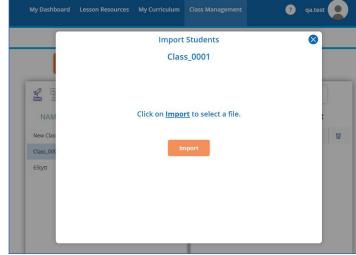












2. New Student

Create new student account.

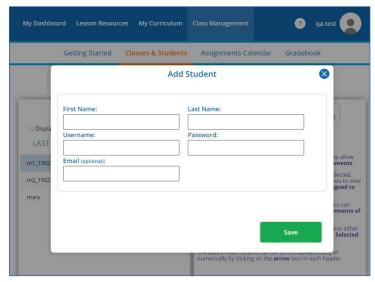












3. Edit Student

Edit information of existing student.











	Getting Started	Classes & Studen	ts Assignments Calendar	Gradebook
		Edit	t Student	8
	First Name:		Last Name:	
□ Displa	m1_19022016		m1_19022016	
	Username:		Password:	
LAST	m1_19022016			
m1_1902	Email (optional):			op a
m2_1902				elect you i igne
mary				Igne
				ou c
				Save Sel



4. Add Student to Class

Select a student and add him/her to one of more classes.

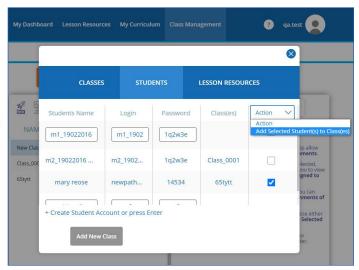












5. Delete Student

Permanently deletes student account, information and grades.











iii. All Assignments

This tab allows you to view and manage all of your assignments.



Click on an assignment and then select one of the action icons to perform one of the following tasks:

1. Edit Assignment Dates











3. Delete

2. Assign



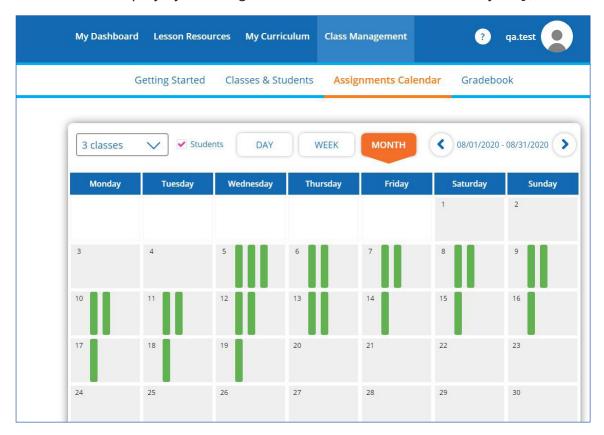




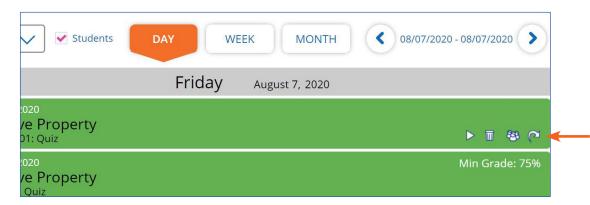


c. Assignments Calendar

The calendar displays your assignments for the selected classes by **Day**, **Week** or **Month**.



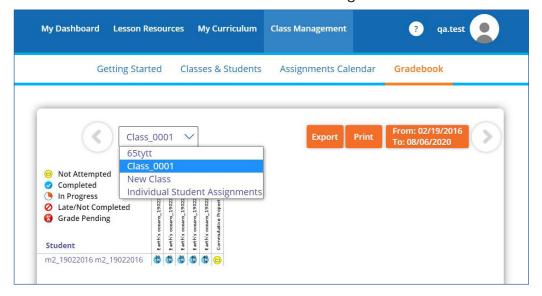
- i. To view the calendar for one or more classes, simply click on the dropdown menu labeled classes and click on the check boxes to select your classes.
- *ii.* Click on the checkbox next to **Students** to view assignments assigned to individual students.
- iii. Click on "Day", "Week" or "Month" to change calendar views.
- iv. Roll over an assignment to view the action items which allow you to Play,Delete, Edit Date or Reassign the selected assignment.





d. Gradebook

From the drop-down menu, you can choose to look up grades for assignments assigned to an entire Class or for Individual Student Assignments.

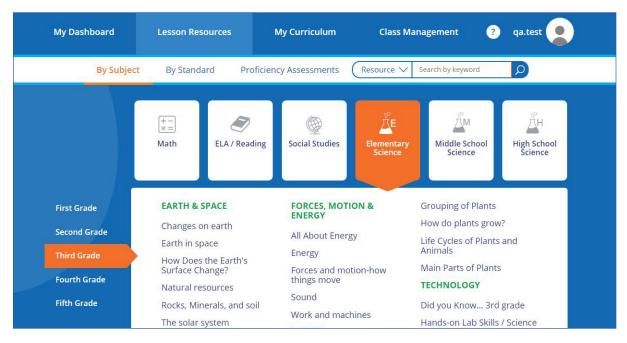


- i. Export You can export the grades for a selected class as an Excel spreadsheet.
- ii. Print You can create pdf and print the grades for a selected class.
- iii. Date Range You may select a date range to view the grades of a selected class.

VII. LESSON RESOURCES

a. By Subject

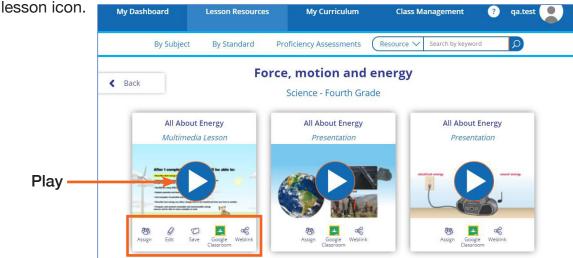
The lesson resources are organized by **Subject**, **Grade** and **Topic**. Select a **Subject** and a **Grade** to view the available curriculum topics available. Then, click on a **Topic** to view the available resources covering this topic.





i. Preview/Play a resource

To preview the lesson resource, click on the **Play** icon that is on the center of the



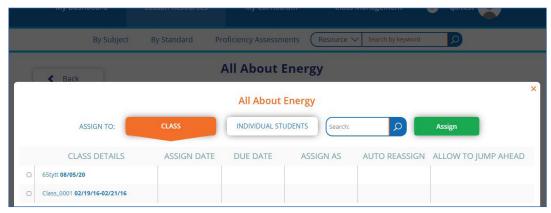
ii. Action Icons for Resources

Along the bottom of each resource, a list of action buttons are included which allow you to **Assign**, **Edit**, **Save**, assign to **Google Classroom** or create a **Weblink** to share or post on your school webpage.



iii. Assigning Lessons to Classes and/or Students Individually

A lesson resource can be assigned to one or more classes or to individual students by first selecting the **Assign** icon.

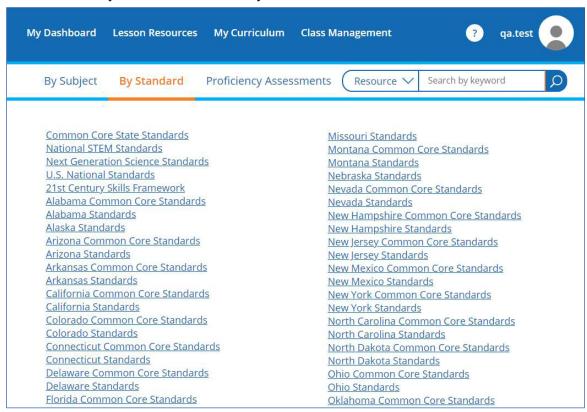


- 1. To assign, choose either the **Class** tab to assign to one or more classes or the **Individual Students** tab to select one or more students.
- 2. Select an **Assign** and **Due Date**.
- 3. As an option, you may choose to **Auto Reassign** the lesson if a desired grade is not reached by the student.
- 4. You may also choose to Not Allow students to **Jump Ahead** in a lesson by deselecting the check box. This will force students to complete the lesson in the page order provided without skipping a section.

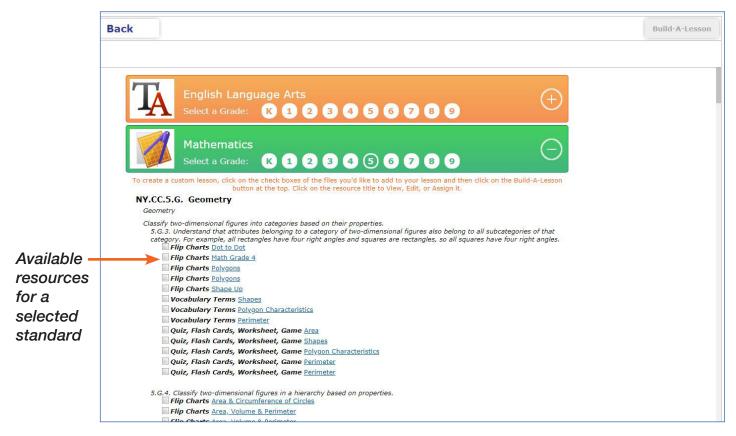


b. By Standard

Resources may also be searched by state standard.



i. Simply click on a State Standard and then select your Subject and Grade. Beneath each standard is a listing of the various resources that are correlated to your selected state standard.

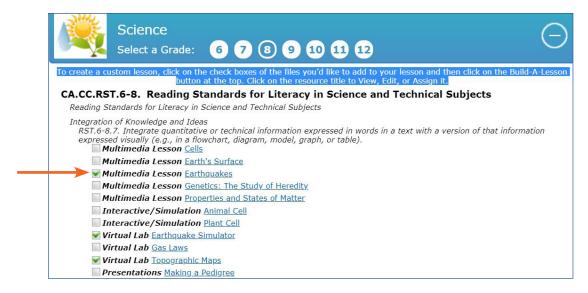




ii. Click on a title to select a resource and then click on the action icons to View, Edit, Save, Assign, assign to Google Classroom or generate a Weblink.



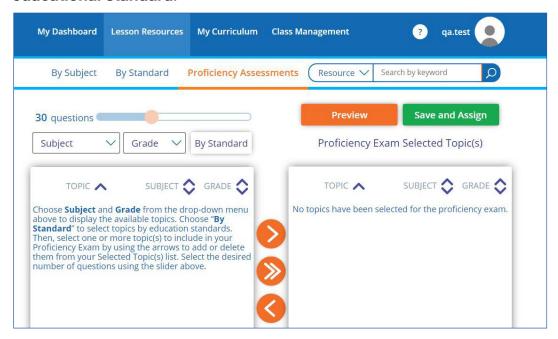
iii. To create a custom lesson consisting of a collection of resources, click on the check boxes of the resources you'd like to add to your lesson and then click on the **Build-A-Lesson** button at the top.





c. Proficiency Assessments

A **proficiency exam** can be used to assess student proficiency in core academic skill areas to identify strengths, weaknesses and opportunities to improve curriculum and instruction and learning outcomes. You can create a proficiency exam for one or more academic skills which you select from over 1000 available topics organized by **subject**, **grade** and **educational standard**.



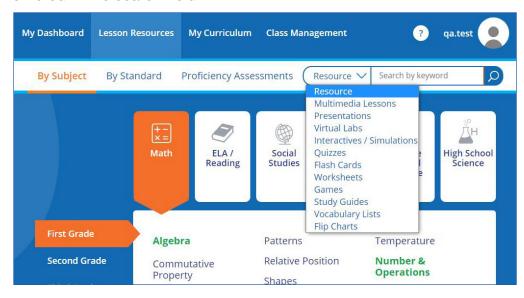
Key Icons and Symbols to Proficiency Exams

- (>) This icon adds the highlighted topic to your list
- (>>) This icon adds all of the available topics displayed to your selection list
- (<) This icon removes the highlighted topic to your selection list
- (<<) This icon removes all of the topics from your selection list
- i. From the drop-down menus click on the check boxes to choose one or more subjects and grades to display the available core academic skill. A proficiency exam will automatically be created with up to 75 questions from the skill areas which you select. Click on "By Standard" to select topics based on state and national academic standards.
- ii. Click to highlight a skill of your choice and click on the (>) to add it to your list or click on (>>) to select all the skills for the subject(s) and grade(s) chosen. Click on (<) to remove a skill area from your list or click on (<<) to remove them all.</p>
- iii. Using the slider, select the number of questions you would like to make up the proficiency exam up to a maximum of 75 questions. Equal number of questions will be drawn from each selected skill topic. In case of a remainder, one of the topics will contain extra questions. Note: If only one skill topic is selected a maximum of 30 questions can be selected.
- iv. Click on the **Preview** button to review your custom proficiency assessment.
- v. Click on **Save and Assign** to first save your assessment in My Lessons and then select your **Class** or **Students** to assign.



d. Search by Resource and/or Keyword

Appropriate learning resources for your needs may be searched by **type** and/or **keyword** entered in the search field.

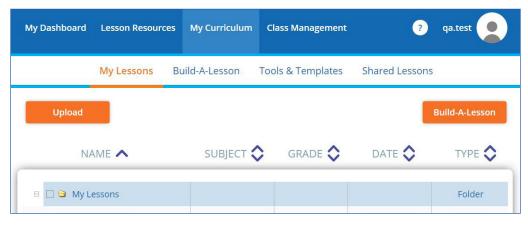


- 1. Enter keyword
- Select resource type if you're looking for specific resources

VIII. MY CURRICULUM

a. My Lessons

My Lessons provides you with cloud storage of your custom lessons or activities you create, save, or files you upload.



b. Saving My Lessons

Any time you customize a lesson, create a new activity or simply like an activity and would like to save it to **My Lessons**, simply click to highlight the activity and then click on the **Save** icon to save it to My Lessons in a folder which you designate.

i. Create a New Folder

You can create new folders in **My Lessons** by **right clicking** on a folder where you'd like your new folder created and then clicking on **Create Folder**. Similarly you can **rename** or **delete** a folder.



To organize your files you can drag and drop any file to another folder.



ii. Create a custom lesson/presentation

You can create a **custom lesson/presentation** with any of the files saved in My Lessons. To create a custom lesson, click on the check boxes of the files you'd like to add to your lesson and then click on the **Build-A-Lesson** button. This action will add your selected files to the **Build-A-Lesson** screen which you can then click to view the presentation, Save it, assign it, or send it as a link to a colleague to view.

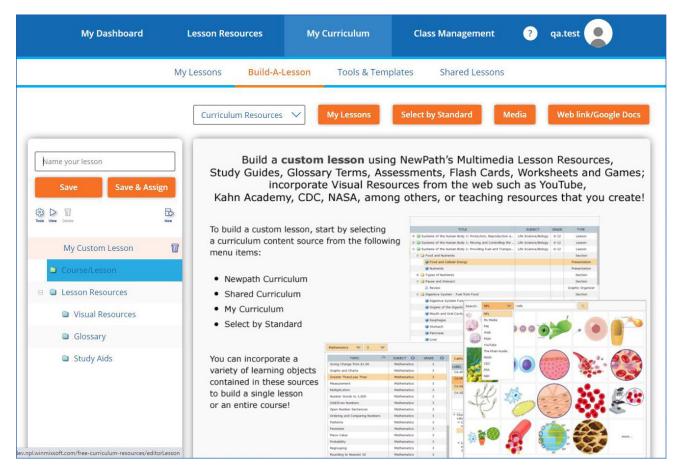
iii. My Lessons Action Icons

You can **Assign**, **View**, **Edit**, **Copy**, **Rename**, **Delete**, share to **Google Classroom**, create **Weblink** or **Share** any of the resources saved in My Lessons section by using the corresponding action icons.



c. Build-A-Lesson

With **Build-a-Lesson** you can create custom multimedia lessons and in-class lectures/ presentations with various learning resources such as tutorials, interactives, virtual investigations, glossary terms, quizzes, flash cards, games, study guides, worksheets and even incorporate media files from NPL, File, Web, Flikr, YouTube and Kahn Academy. The custom lesson can then be assigned to a class or to individual students or saved for an in-class presentation.





 Your Custom Lesson on the left column contains two top level folders: Course/Lesson and Lesson Resources.

The **Course/Lesson folder** contains your main lesson which allows you to add/incorporate basically any type of learning objects. To better organize your Custom Lesson, you can create additional subfolder under the main Course/Lesson folder. To create a subfolder under the main Course/Lesson folder, hold the mouse cursor over it, right click and select **Create Folder**. The new folder can then be named, renamed or deleted by right clicking on it.

You may also click on the **New Folder** icon to create a new subfolder.

Subfolders can be sequenced by clicking to highlight the folder and then clicking on the **Up** or **Down** icons to move them accordingly. Similarly, files can be ordered within a subfolder by clicking to highlight the file and then clicking on the Up or Down icons. Subfolders and files can also be moved by dragging and dropping them to a new location.

The **Lesson Resources** folder contains three subfolders which allow you to incorporate extra support learning resources to supplement your custom lesson. **Lesson Resources** include Visual Resources (images, videos clips, etc.), Glossary (vocabulary terms) and Study Aids (printable resources, such as pdfs).

The column on the right displays the learning objects from a curriculum source which you can select from the drop down menu.

- ii. Click on the **Lesson Properties** icon which allows you to enter a lesson name, subject and grade, along with a lesson overview, educational standards addressed and any related resource links.
- iii. To create a custom lesson, start by selecting a curriculum content source from the drop down menu which includes Multimedia Lessons, NewPath Topics, My Curriculum, and Media. You can add/incorporate a variety of learning objects contained in these sources to your custom lesson.
- iv. For example, if you select Multimedia Lessons from the drop down menu a list of the titles that are available will be displayed. Click on the <+> plus icon next to each lesson name to display a table of contents and the lesson objects that it includes. Lesson objects types consist of Presentations (tutorials), Interactives, Virtual Labs, Glossary, Visual Resources, Study Aids (printable guides).

You may incorporate/add an entire section of a lesson contained within a folder, or individual files by simply dragging and dropping your selection to your Course/Lesson folder in your Custom Lesson column. As an alternative method, to incorporate a learning object to your custom lesson, you can click on an object to select it and then click on the **Add** button.

v. To add content from the NewPath topics, simply first select it from the drop down menu. Then, select your subject(s), grade(s) or by standard to list the available topics available for your selection. Simply drag and drop any topic to your Custom Lesson column or click to highlight a topic and then click on the Add As button. Any topic can be added to your Custom Lesson in the form of 1) Quiz, 2) Flash Cards, 3) Worksheet, 4) Game or 5) Study Guide.

Note: Worksheets and Study guides can be added to the main Course/Lesson folder or to the Study Aids folder as extra support/reference materials for your Custom Lesson.



- vi. You may also add saved content from My Lessons by first selecting from the drop down menu. Simply drag and drop any of your saved content in My Lessons to your Custom Lesson side or highlight a file and click on the Add button.
- vii. Media files can also be added to your Custom Lesson. Once you've selected a Media source from the drop down menu, you can then have the option of searching for media from the following sources:
 - a. **NPL** (media files from NewPath Learning)
 - b. **My Media** (media files you've saved online)
 - c. File (media files you've saved on your local computer drive)
 - d. **Web** (media files from the Internet)
 - e. Flikr (media files from Flikr)
 - f. **YouTube** (Movie clips files from YouTube)
 - g. **Khan Academy** (movie clips from Khan Academy)

To add any media file from one your selected sources, simply drag and drop a file or click on the <+> add icon to add it to your Custom Lesson.

To add a description or to change the name of the selected media file, simply click on the image to display the edit screen.

viii. Once you've finished adding all of the learning objects for your Custom Lesson and sequenced them appropriately, you can then save your Custom Lesson to My Lessons by clicking on the Save button to display the save lesson screen. The Save screen allows you to enter a lesson name, subject and grade and also choose the folder you'd like your lesson saved in.

Alternatively, you may click on the **Save & Assign** button which will first prompt you to save your Custom Lesson and then assign it to one or more classes or individual students.



d. Tools & Templates

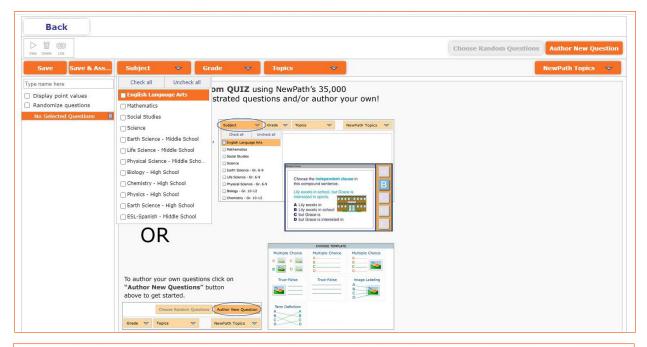


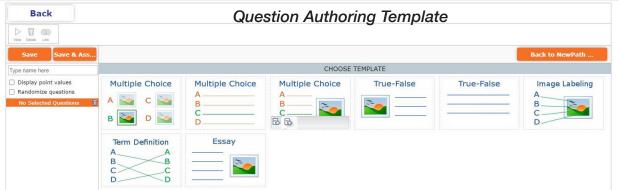
Tools & Templates section provides easy access to the tools all on one screen to create custom activities of your own. You may then save them, assign them to your classes and students or even share them with your colleagues.



i. Custom Quiz, Flash Card Set, Worksheet and Games

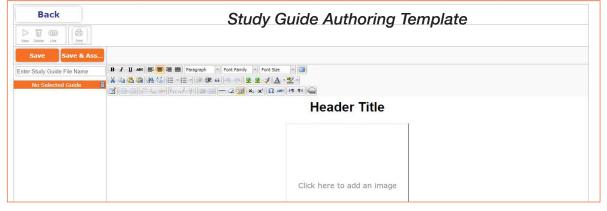
You can create a **Custom Quiz**, **Flash Card Set**, **Worksheet** or **Game** by selecting any question from NewPath's library of over 35,000 sorted by *subject*, *grade level*, *topic* or *curriculum standard* and even combine them with questions which you author using the build-in templates.





ii. Create a Custom Study Guide

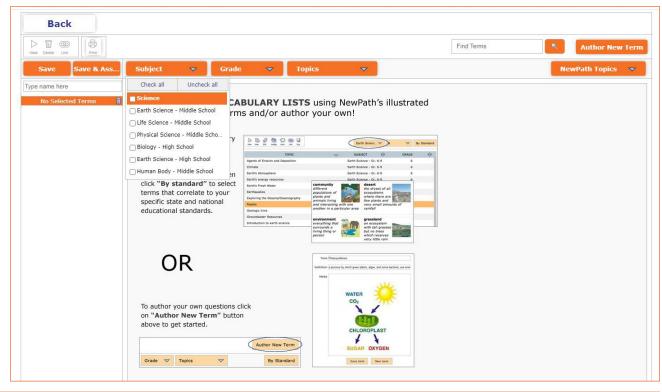
You can create a custom study guide by selecting any guide from NewPath's library of over 1000 sorted by subject, grade level, topic or curriculum standard and even combine them with study guides which you author using the build-in templates.

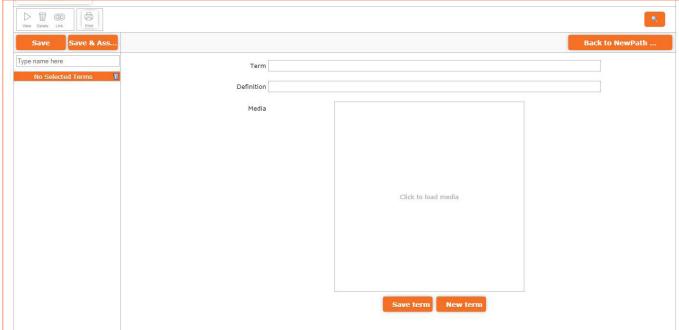




iii. Create a Custom Dictionary/Vocabulary List

Create a custom vocabulary list set by selecting any illustrated term from NewPath's library of thousands sorted by subject, grade level, topic or curriculum standard and even combine them with terms which you author using the build-in templates.



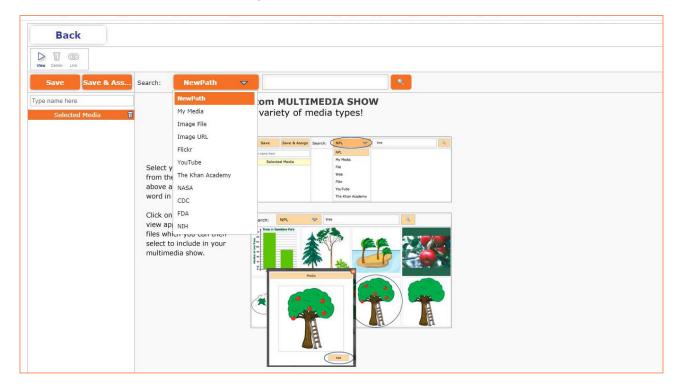


Vocabulary Authoring Template



iv. Create a Custom Slide Show

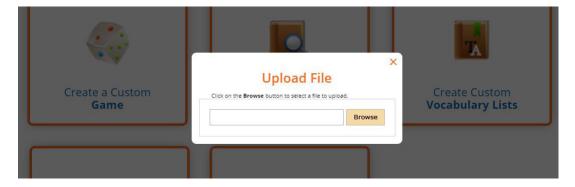
Create a custom multimedia show by combining NewPath illustrations and photographs, as well as other media types from a variety of sources including the Web, Flikr, YouTube and Kahn Academy.



v. Upload a File

Click on **Upload a File** to upload a file stored locally on your computer or server and save it in My Curriculum. Files types which you may upload and save include **pdf**, **doc**, **docx**, **ppt**, **pptx**, **pps**, **ppsx**, **xls**, **xlsx**.

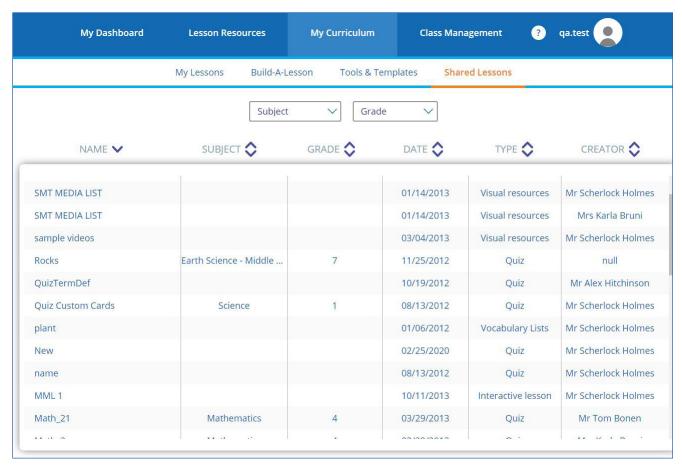
Once uploaded and saved in **My Lessons**, uploaded files can then be incorporated in any of your custom lesson and curriculum activities and assigned to your students.





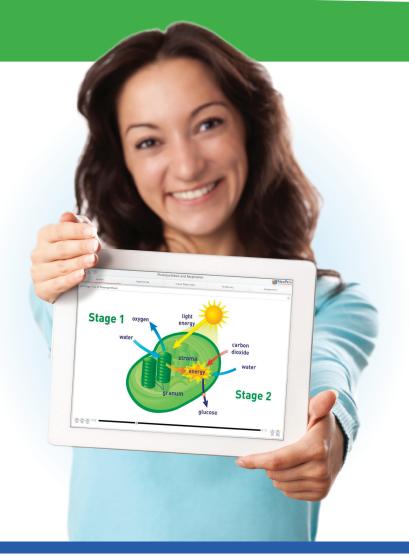
e. Shared Lessons

Shared curriculum is a collection of learning activities created by other teachers which can be searched, copied to your online **My Lessons** and modified. Shared curriculum can complement your curriculum. **Note:** *As a premium subscriber you have the option of which activity or lesson, if any to share with other subscribers, or with colleagues within your school.*









- Curriculum Mastery®
 Games
- Curriculum Mastery® Flip Charts
- Learning Centers
- Visual Learning Guides
- Study Cards
- and more...



About NewPath Learning

NewPath Learning® is an award-winning publisher of innovative, hands-on print and interactive digital learning resources for the comprehensive reinforcement and review of the most current academic standards. NewPath's products are developed by master educators using research-based principles and are classroom tested for efficacy.

NewPath's learning resources are ideally suited for academic intervention and enrichment and have shown to increase student performance. They include an array of proprietary Curriculum Mastery® Games and Flip Charts, Learning Centers, Visual Learning Guides, Study Cards, Posters, Workbooks and other hands-on print materials—each supplemented with web-based activities and assessments to provide an engaging means of educating students on key, standards-based topics. These learning resources leveled by grade are specifically designed for easy customization and total alignment to applicable state and national educational standards for mathematics, science, reading/language arts, and social studies grades K-12.