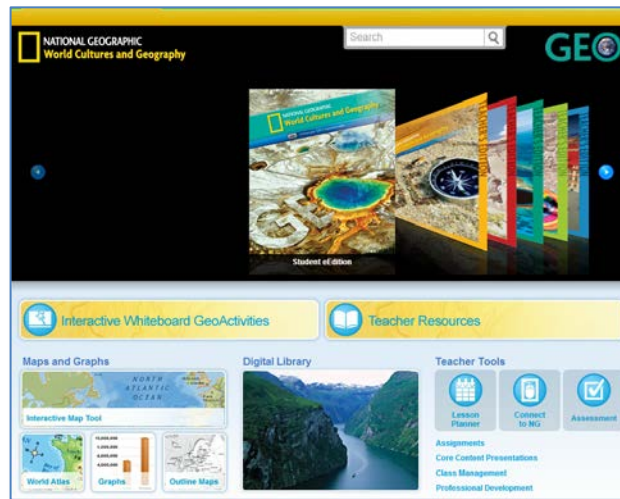


myNGconnect.com

# Teacher User Manual



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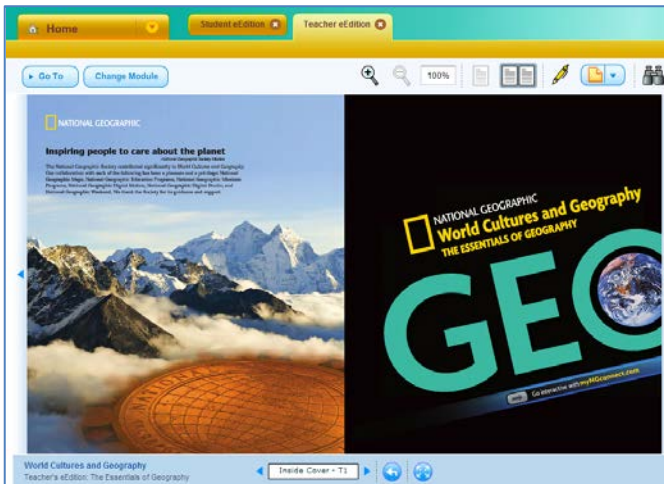
# Teacher & Student eEditions

## About the eEditions

eEditions are electronic, online versions of the Teacher and Student textbooks.

To open an eEdition, select it from the carousel on the Teacher Homepage. You can access the carousel from anywhere in the site with the pull-down menu on the Home tab.

Within the eEditions, you can add notes, highlight content, and open media assets and resources.






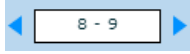





Teacher eEdition



Student eEdition

## Navigation

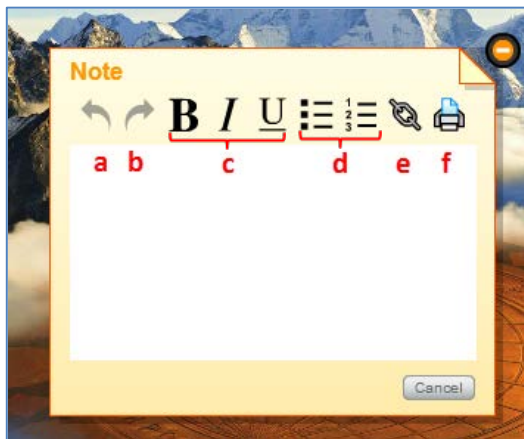
- Click  to view one page at a time.
- Click  to view two pages at a time.
- Click  to enter full-screen mode (press escape to exit).
- Click  to view the next page.
- Click  to view the previous page.
- Type a page number into the text box  and press return to view a specific page.
- Click  to return to the previously viewed page.
- Click  to select a page from a menu of contents.
- Click  to open a different book (Teacher eEdition only).

## Adding Notes

1. Click  to add a new note (Teacher eEdition only). A pop-up displays.



2. Enter your text. Use the tools at the top to format and print the note.

- Undo last action
- Redo last action
- Format text
- Create a bulleted or numbered list
- Add a hyperlink
- Print note




3. When your note is complete, click . The note will display as an icon, .

4. To edit the contents of a note, double-click the note icon.

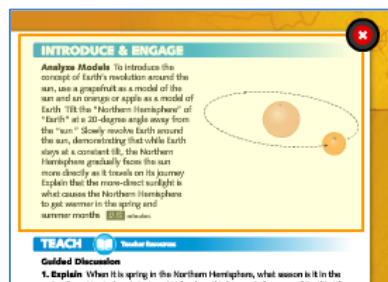
5. To delete a note, double-click the note icon and click . Click  again to confirm.

## Adding Highlights


1. To add a highlight, click .

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

3. To remove a highlight, hover over the highlighted area with your mouse and click the x.



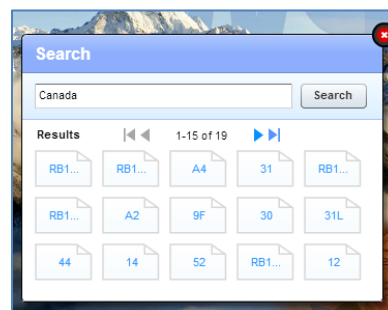
## Search

1. To search within an eEdition, click .

2. In the search pop-up, enter a word or short phrase and click Search.

3. A list of pages containing your search term will display below. Click a page number to open the eEdition page.

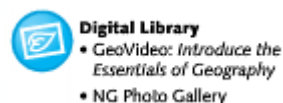
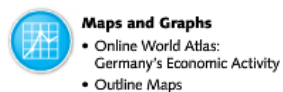
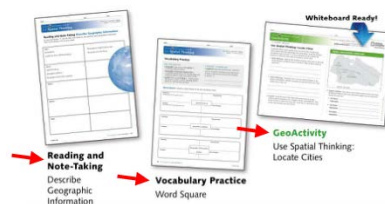
4. To close the search box, click the x.



## Teacher eEdition Resource Hotspots

Links to resources are available throughout the Teacher eEdition. These are indicated by clickable “hotspots.” When you mouse-over a hotspot, your arrow tooltip will change to a hand.



- **PDF Resources** – opens the pictured PDF in a pop-up window.
- **Core Content Presentations** – opens the teacher resources tab, where you can access core content presentations.
- **Maps and Graphs** – opens the Maps and Graphs tab.
- **Interactive Whiteboard** – opens the Interactive Whiteboard GeoActivities tab.
- **Digital Library** – opens the Digital Library tab.
- **Connect to NG** – opens the Connect to NG tab.
- **Interactive Map Tool** – click this hotspot to open the Interactive Map Tool in a pop-up window.
- **GeoJournal** – click this hotspot to open the GeoJournal PDF in a pop-up window.

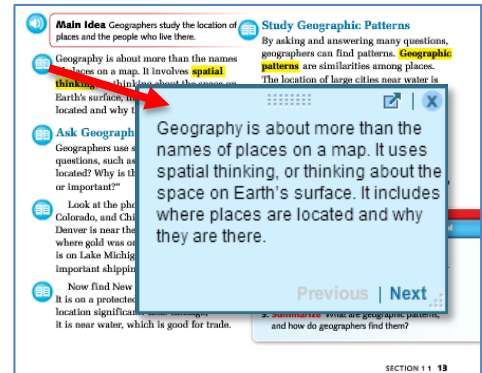


# Student eEdition Media Assets

## Modified Text


English language learners and struggling readers can read a simplified version of the text. To view modified text,

1. Click  in the upper right corner.
2. Click  next to a selected paragraph. A pop-up displays with modified text. To navigate within the pop-up,
  - click and drag the pop-up to move it to a different part of the screen.
  - click the arrow icon at the top of the pop-up to move it to the top of the screen.
  - click Next to view the next paragraph of modified text on the page or 2-page spread. Click previous to see the modified text for the previous paragraph.




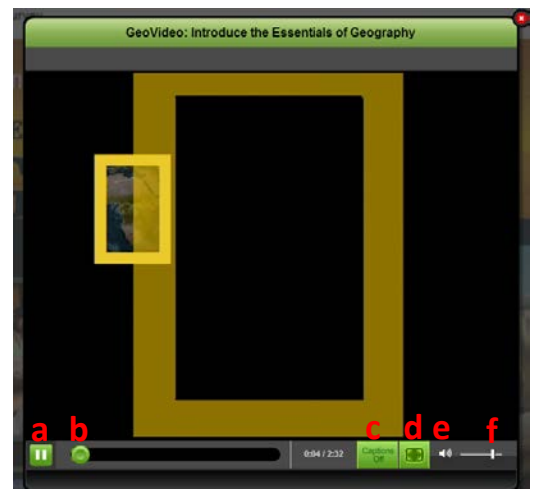
## Playing Audio

Read Aloud audio is available for all main Student eEdition text and selected maps, charts, graphs, and infographics. To play the audio,

1. Click  to start the audio for the text or resource. To adjust the sound level, use the volume control on your computer.
2. Click the icon again to stop the audio.

## Playing Video

1. To play video, click . The video will open in a pop-up window and begin to play automatically.
2. Use the video player controls to pause, jump, and adjust volume and other video settings.
  - a. Click pause to stop the video.
  - b. Move the slider to play the video from another spot.
  - c. Click Captions On or Captions Off to show or hide captions.
  - d. Click the full-screen icon to expand the video. Press escape to exit full-screen mode.
  - e. Click the speaker icon to mute or unmute the volume.
  - f. Move the volume bar to raise or lower the volume.



# Resources

## About Resources

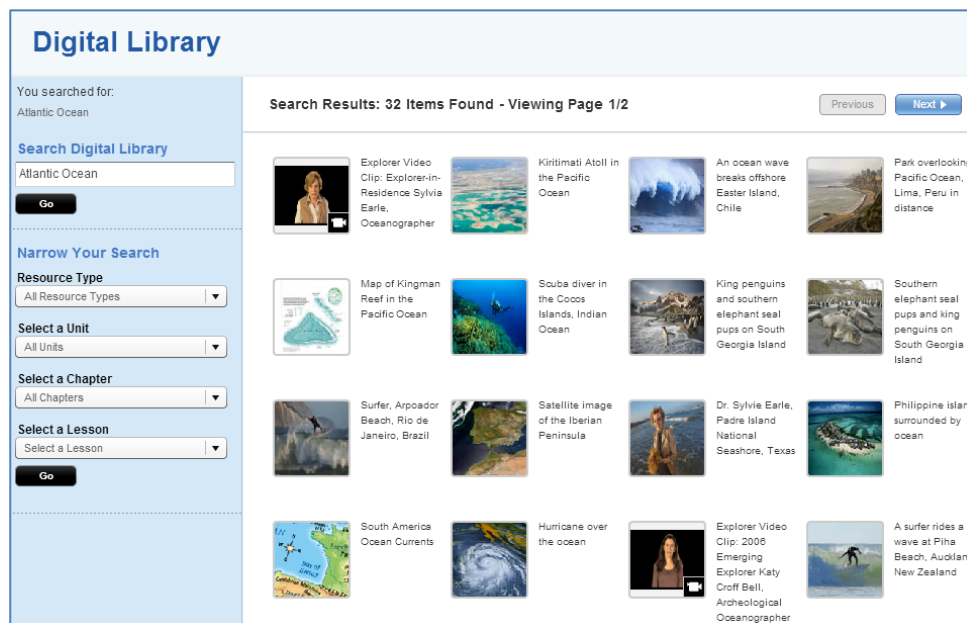
Images, Videos, PDFs, and PowerPoint presentations are available through myNGconnect to aid your instruction. You can access these resources through directories and tools, which are linked to the Teacher Homepage. They include: Digital Library, Teacher Resource Directory, Assessment Resource Directory, and Maps and Graphs. You can also use Global Search to find resources.

## Accessing Resources

### Digital Library

The Digital Library allows you to browse for GeoVideos, explorer video clips, National Geographic photos, maps, graphs, charts, visual vocabulary images, and music.

1. To access the Digital Library, click the button on the homepage. Or, select Digital Library from the pull-down menu under the Home tab from anywhere within myNGconnect.
2. Enter your term(s) in the Search field and click Go. Your search results will display on the right side of the screen.
3. To narrow your search, or search without a search term, make one or more selections from the filter pull-downs on the left side of the screen. Then, click Go.
4. Click a thumbnail image to open the resource details screen. See *Viewing and Downloading Resources* below for the functionality associated with this screen.
5. Click [◀ Back to Search Results](#) to return to the results list.



The screenshot shows the Digital Library interface. On the left, there is a search sidebar with the following elements: a search field containing 'Atlantic Ocean', a 'Go' button, a 'Narrow Your Search' section with dropdown menus for 'Resource Type' (set to 'All Resource Types'), 'Select a Unit' (set to 'All Units'), 'Select a Chapter' (set to 'All Chapters'), and 'Select a Lesson' (set to 'Select a Lesson'), followed by another 'Go' button. The main content area displays 'Search Results: 32 Items Found - Viewing Page 1/2' with 'Previous' and 'Next' navigation buttons. Below this, a grid of 16 resource thumbnails is shown, each with a small image and a text description. The resources include: 'Explorer Video Clip: Explorer-in-Residence Sylvia Earle, Oceanographer', 'Kiritimati Atoll in the Pacific Ocean', 'An ocean wave breaks offshore Easter Island, Chile', 'Park overlooking Pacific Ocean, Lima, Peru in distance', 'Map of Kingman Reef in the Pacific Ocean', 'Scuba diver in the Cocos Islands, Indian Ocean', 'King penguins and southern elephant seal pups on South Georgia Island', 'Southern elephant seal pups and king penguins on South Georgia Island', 'Surfer, Arpoador Beach, Rio de Janeiro, Brazil', 'Satellite image of the Iberian Peninsula', 'Dr. Sylvie Earle, Padre Island National Seashore, Texas', 'Philippine island surrounded by ocean', 'South America Ocean Currents', 'Hurricane over the ocean', 'Explorer Video Clip: 2006 Emerging Explorer Katy Croff Bell, Archeological Oceanographer', and 'A surfer rides a wave at Piha Beach, Auckland, New Zealand'.



## Teacher Resource Directory

The teacher resource directory allows you to browse for chapter and program-level resources. You can access charts and infographics, core content presentations, resource bank PDFs, and more. To access Teacher Resources,

1. Click the Teacher Resources button on the Teacher Homepage, or select Teacher Resources from the pull-down menu under the Home tab from anywhere within myNGconnect.



2. Select a chapter or program-level resource type from the menu on the left side of the screen.

 A screenshot of the "Teacher Resources" web interface. On the left, a navigation menu shows "Unit 1" expanded to "Chapter 1", with "GeoActivities" selected. The main content area is titled "Teacher Resources" and "Unit 1 > Chapter 1 > GeoActivities". Below this is a "Teacher Resource List" table.
 

Resource Type	Title	User
GeoActivities	1.1 Use Spatial Thinking: Locate Cities	Teacher
GeoActivities	1.2 Categorize Photographs by Theme	Teacher
GeoActivities	1.3 Map World Regions	Teacher
GeoActivities	2.1 Create a Local Map	Teacher
GeoActivities	2.2 Use Different Maps for Different Purposes	Teacher
GeoActivities	2.3 Compare Maps	Teacher
GeoActivities	2.4 Match Map Projections	Teacher
GeoActivities	2.5 Use Maps to Infer Geographic Patterns	Teacher

3. A table of resources will display. To open a resource page, click its row.

## Assessment Resource Directory

The Assessment Resources Directory allows you to browse for PDFs of material from the Assessment Handbook.

1. To access the Assessment Resources Directory, click the Assessment button under Teacher Tools in the bottom right corner of the Homepage. Or, select Assessment from the pull-down menu under the Home tab from anywhere within myNGconnect.



2. Select a unit from the menu on the left side of the screen.

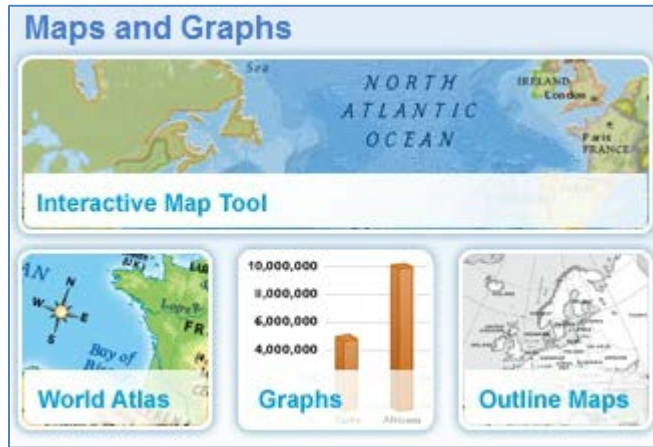
 A screenshot of the "Assessment" web interface. On the left, a navigation menu shows "Unit 1" selected. The main content area is titled "Assessment" and "Unit 1". Below this is an "Assessment List" table.
 

Resource Type	Title	User
Standardized Test Practice	Chapter 1 Section 1 Standardized Test Practice	Teacher
Standardized Test Practice	Chapter 1 Section 2 Standardized Test Practice	Teacher
Section Quizzes	Chapter 1 Section 1 Quiz	Teacher
Section Quizzes	Chapter 1 Section 2 Quiz	Teacher
Section Quizzes	Chapter 1 Spanish Section Quizzes	Teacher
Formal Assessment	Chapter 1 Test A	Teacher
Formal Assessment	Chapter 1 Test B	Teacher
Formal Assessment	Chapter 1 Spanish Tests A and B	Teacher

3. A table of resources will display. To open a resource page, click its row.

## Maps and Graphs

The Maps and Graphs section provides access to the Interactive Map Tool and to Online World Atlas images, graphs, and outline maps.



- Click the Interactive Map Tool button to open the tool in a new browser window. For help using this tool, click the question mark in the top right corner of the screen.
  - To open the Maps and Graphs Directory, click the World Atlas, Graphs, or Outline Maps button on the homepage. Or, select Maps and Graphs from the pull-down menu under the Home tab from anywhere within myNGconnect.
1. Select a Resource Type from the menu on the left side of the screen. (The Interactive Map Tool is also linked to the resource menus.)
  2. For Online World Atlas and Graphs resources, select a unit. A table will display on the right side of the screen. Click a resource link to open the map image in a new browser tab.

Chapter	Lesson	Graph
4	2.2 The Impact of Globalization	<a href="#">Mexico's GDP</a>
4	2.3 Reaching Toward Democracy	<a href="#">Literacy Rates in Mexico (1950–2008)</a>
4	Compare Across Regions	<a href="#">U.S. Military Naturalizations</a>
4	Compare Across Regions	<a href="#">U.S. Naturalizations</a>

For Outline Maps, select a region. A table will display on the right side of the screen. Click a resource link. The Outline Map tool will open in a new browser tab. For help using this tool, click the question mark in the top right corner of the screen.



## Connect to NG

Connect to NG provides a portal to National Geographic explorer interviews, the World Almanac, current events, the GeoBee Quiz, ePals Global Community, and research links.

1. To access Connect to NG, click the button under Teacher Tools on the homepage. Or, select Digital Library from the pull-down menu under the Home tab from anywhere within myNGconnect.
2. Select a resource type.



- To listen to an explorer interview, select a portrait from the slider. Then, click play.
- To view the World Almanac, select a region and a click the name of the appropriate country. Details about the country will open in a new browser window.
- To access current events, the GeoBee Quiz, or ePals, click a button at the bottom of the page. The resource will open in a new browser window.
- To access research links, click the button on the bottom of the screen. A table of links will display. Select a unit from the menu on the left. Then, click the appropriate link. The research link will open in a new browser window.

**Connect to NG**

### Explorer Interviews

**Thomas Taha Rassam (TH) Culhane**  
Urban Planner

For Egypt's Zabaleen people, who live in the slums of Cairo, garbage saves lives. All they needed was for Thomas Taha Rassam (T.H.) Culhane to show them how.

Culhane, who as an urban planner finds ways to help city dwellers live better lives, has helped build 30 rooftop solar water heaters from recyclable materials. The Zabaleen, which in Arabic means "garbage people," have been gathering and recycling the city's refuse for decades.

While most people take indoor hot water for granted, most Zabaleen do not have water heaters in their rundown homes. Gathering warm water for cleaning and bathing takes hours. Girls and women are forced to haul heavy buckets from a neighborhood spigot to their homes. Instead of going to school, girls spend most of

[Listen to the interview](#)

### World Almanac

Search

**Australia, the Pacific Realm & Antarctica**

- Australia
- Fiji
- Kiribati
- Marshall Islands
- Micronesia, Federated States of
- Nauru
- New Zealand
- Palau
- Papua New Guinea
- Samoa
- Solomon Islands
- Tonga
- Tuvalu

**NATIONAL GEOGRAPHIC**  
Current Events


**GeoBee Quiz**

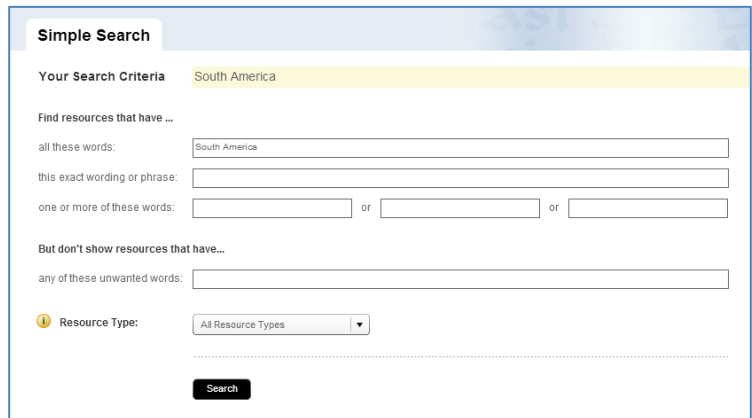
**ePals**

**Research Links**

## Global Search

The Global Search allows users to search for learning resources in the system using keywords, resource types, or standards.

1. Select “Global Search” from the pull-down menu under the Home tab from anywhere within myNGconnect.
2. Enter search terms in the text boxes.
3. Select a resource type from the pull-down menu to filter your results.
4. Click .



**Simple Search**

Your Search Criteria: South America

Find resources that have ...

all these words:

this exact wording or phrase:

one or more of these words:  or  or

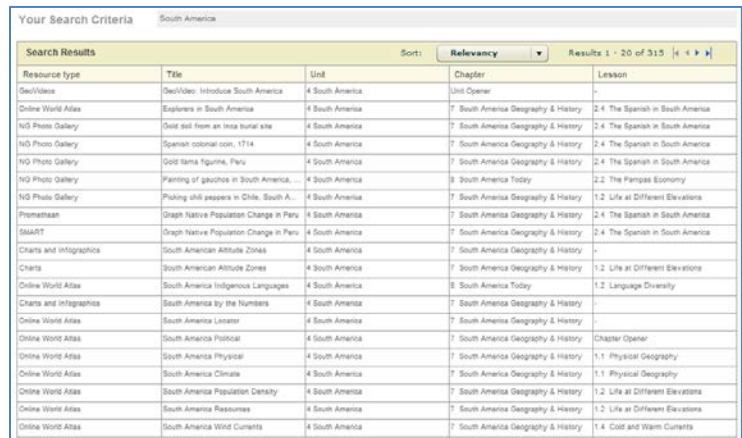
But don't show resources that have...

any of these unwanted words:

Resource Type:

**Search**

5. Your results will display in a table.
  - Click an arrow in the top right corner of the table to view additional results.
  - Choose an option from the pull-down menu to sort the table.
  - Click a column header to sort results.




Your Search Criteria		South America		
Search Results				
Sort: Relevancy				
Results 1 - 20 of 315				
Resource type	Title	Unit	Chapter	Lesson
GeoViews	GeoView: Introduce South America	4 South America	Unit Opener	-
Online World Atlas	Explorers in South America	4 South America	7 South America Geography & History	2.4 The Spanish in South America
NO Photo Gallery	Gold sill from an Inca burial site	4 South America	7 South America Geography & History	2.4 The Spanish in South America
NO Photo Gallery	Spanish colonial coin, 1714	4 South America	7 South America Geography & History	2.4 The Spanish in South America
NO Photo Gallery	Gold llama figurine, Peru	4 South America	7 South America Geography & History	2.4 The Spanish in South America
NO Photo Gallery	Painting of gauchos in South America	4 South America	8 South America Today	2.2 The Pampas Economy
NO Photo Gallery	Painting of gauchos in Chile, South A.	4 South America	7 South America Geography & History	1.2 Life at Different Elevations
Promethean	Graph: Native Population Change in Peru	4 South America	7 South America Geography & History	2.4 The Spanish in South America
SMART	Graph: Native Population Change in Peru	4 South America	7 South America Geography & History	2.4 The Spanish in South America
Charts and infographics	South American Altitude Zones	4 South America	7 South America Geography & History	-
Charts	South American Altitude Zones	4 South America	7 South America Geography & History	1.2 Life at Different Elevations
Online World Atlas	South America Indigenous Languages	4 South America	8 South America Today	1.2 Language Diversity
Charts and infographics	South America by the Numbers	4 South America	7 South America Geography & History	-
Online World Atlas	South America Locator	4 South America	7 South America Geography & History	-
Online World Atlas	South America Physical	4 South America	7 South America Geography & History	Chapter Opener
Online World Atlas	South America Physical	4 South America	7 South America Geography & History	1.1 Physical Geography
Online World Atlas	South America Climate	4 South America	7 South America Geography & History	1.1 Physical Geography
Online World Atlas	South America Population Density	4 South America	7 South America Geography & History	1.2 Life at Different Elevations
Online World Atlas	South America Resources	4 South America	7 South America Geography & History	1.2 Life at Different Elevations
Online World Atlas	South America Wind Currents	4 South America	7 South America Geography & History	1.4 Cold and Warm Currents

6. To open a resource page, click its row in the results table.
7. Click [Back to Search Results](#) to return to the results list. Or, click [Back to Search](#) to return to the search dialog.

# Viewing and Downloading Resources

## PDFs

When you open a PDF resource page, an information screen will display.


1. To download the PDF, click  . The PDF will open in a new tab.
2. Depending on your browser, click the save icon or right-click the PDF and click "Save as..." to save the PDF to your computer.

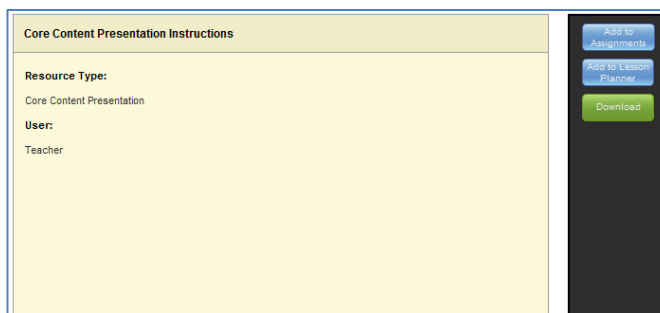


## Core Content Presentations

When you open a Core Content Presentation resource page, an information screen will display.



**Note:** Microsoft PowerPoint is required to view presentations.

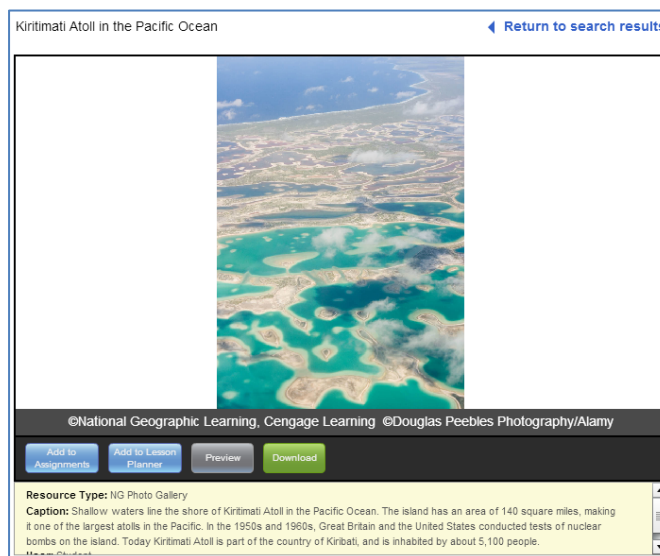
1. To download the presentation, click  .
2. Depending on your browser, you may choose to open or save the file. Select Save to save the file to your computer.



## Images

When you open an image resource page, a preview will display.

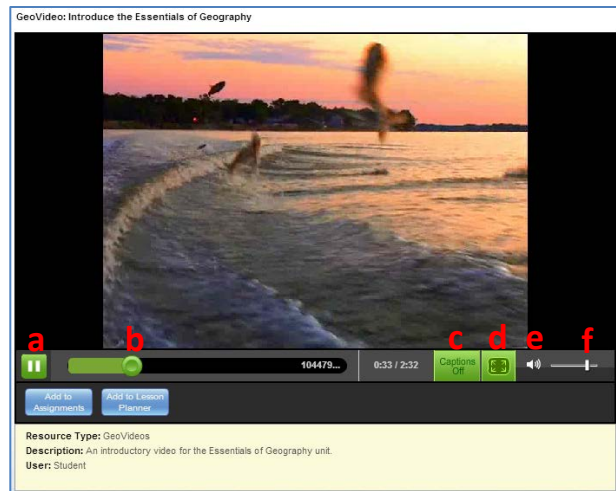
- Information about the image displays at the bottom of the page.
- To launch an image in a larger viewer, click  .
- To download an image, click  . The image will open in a new tab. If you are using a PC, Right-click the image. If you are using a Mac, hold the control button on your keyboard and click the image. Choose "Save image as..." from the menu.



## Audio and Videos


When you open an audio or video resource page, it will begin to play automatically.

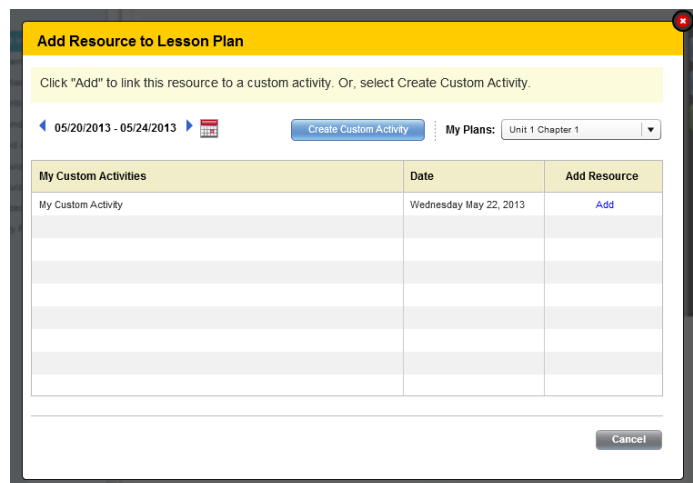
- a. Click pause to stop the audio or video.
- b. Move the slider to play the audio or video from another spot.
- c. Click Captions On or Captions Off to show or hide captions (videos only).
- d. Click the full-screen icon to expand the audio or video. Press escape to exit full-screen mode.
- e. Click the speaker icon to mute or unmute the volume.
- f. Move the volume bar to raise or lower the volume.



## Adding a Resource to the Lesson Planner

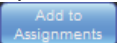
You can add resources to any custom activity in your lesson plan. Custom activities display in the Daily Planner with a star icon, 🌟. For instructions on how to use the Lesson Planner, see page 14.

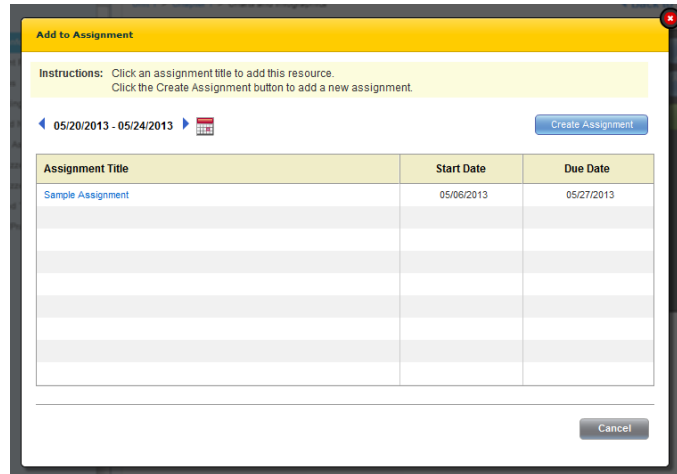
1. Open the appropriate resource page and click .
2. A pop-up will display. Choose a lesson plan from the pull-down menu in the upper right.
3. Select the target custom activity from the results table. Or, click Create Custom Activity to add a new custom activity to the table.
4. Click [Add](#) to add the resource to your custom activity.



## Adding a Resource to an Assignment

You can add resources to assignments for your students. For instructions on how to use assignments, see page XX.

1. Open the appropriate resource page and click  .
2. A pop-up will display with a list of assignments. Click an assignment title to add the resource to the assignment. Or, click Create Assignment to add the resource to a new assignment.
3. Click OK to confirm. The resource will be added as a link in your students' assignment.



# Lesson Planner

## About the Lesson Planner

The Lesson Planner organizes instruction into activities. World Cultures and Geography activities have been preloaded into the planner. You can start with a premade plan and move activities as needed. Or, you can start with a blank plan. You can also schedule events, create custom activities, add notes for any day, and print your plan.

To open the lesson planner, click the link under Teacher Tools on the myNGconnect homepage. Or, select "Lesson Planner" from the pull-down menu under the Home tab from anywhere within myNGconnect.



A screenshot of the myNGconnect Lesson Planner interface. The top navigation bar includes 'Home' and 'Lesson Planner'. The main area shows a weekly view for the dates 05/20/2013 to 05/24/2013. The days are color-coded: Monday (yellow), Tuesday (orange), Wednesday (green), Thursday (blue), and Friday (purple). Each day's column contains a list of activities with their titles, durations, and a close button. For example, Monday's activities include '2.1 Trade Across Continents' with 'Introduce and Engage' (15 min), 'Teach' (20 min), 'Differentiate: English Language Learners' (10 min), 'Differentiate: Gifted and Talented' (25 min), and 'Active Options: Interactive Map Tool'. Tuesday and Wednesday have similar activity lists. The interface also includes a 'Create New Lesson Plan' button, 'My Plans' dropdown (set to 'Sample Plan'), and an 'Actions' dropdown (set to 'Select'). The footer contains logos for National Geographic Learning and Cengage Learning, along with copyright and policy information.




# Creating, Navigating, and Removing Lesson Plans

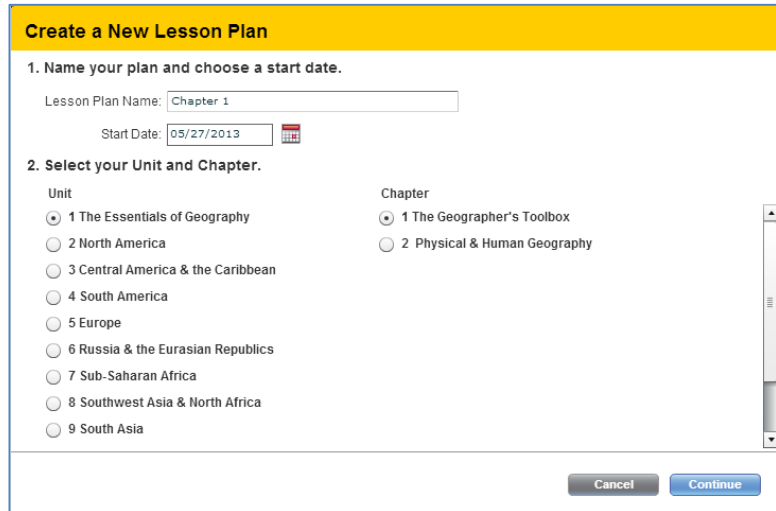
## Creating a new lesson plan

The World Cultures and Geography Lesson Planner offers a premade plan for each chapter of the textbook.

After selecting a premade plan, you can move, add, or delete activities to suit your needs. You can also start with a blank plan by selecting Build Your Own Plan.

To set up a new plan,


1. Click .
2. In the pop-up, enter a plan name and select a start date by clicking the calendar icon. It's a good idea to include the unit and chapter number in your plan name.
3. Select your Unit and Chapter. Click Continue to go to the next screen.
4. Step 3 offers the choice of beginning with a premade plan or building a plan from scratch.
  - Selecting "build your own" will take you to a blank plan screen where you can begin adding activities.
  - Starting with a premade plan will take you Step 4. Choose Year-Long Plan. Then click Save.



**Create a New Lesson Plan**

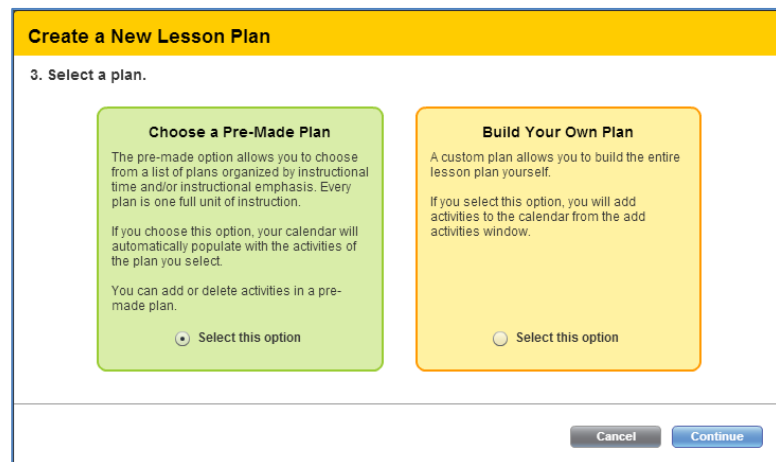
1. Name your plan and choose a start date.

Lesson Plan Name:

Start Date:  

2. Select your Unit and Chapter.

Unit	Chapter
<input checked="" type="radio"/> 1 The Essentials of Geography	<input checked="" type="radio"/> 1 The Geographer's Toolbox
<input type="radio"/> 2 North America	<input type="radio"/> 2 Physical & Human Geography
<input type="radio"/> 3 Central America & the Caribbean	
<input type="radio"/> 4 South America	
<input type="radio"/> 5 Europe	
<input type="radio"/> 6 Russia & the Eurasian Republics	
<input type="radio"/> 7 Sub-Saharan Africa	
<input type="radio"/> 8 Southwest Asia & North Africa	
<input type="radio"/> 9 South Asia	



**Create a New Lesson Plan**

3. Select a plan.

**Choose a Pre-Made Plan**

The pre-made option allows you to choose from a list of plans organized by instructional time and/or instructional emphasis. Every plan is one full unit of instruction.

If you choose this option, your calendar will automatically populate with the activities of the plan you select.

You can add or delete activities in a pre-made plan.

Select this option

**Build Your Own Plan**

A custom plan allows you to build the entire lesson plan yourself.

If you select this option, you will add activities to the calendar from the add activities window.

Select this option

## Navigating lesson plans

Your plans are listed in the My Plans menu in the Lesson Planner toolbar. To open a different plan, click the My Plans pull-down menu and select the plan you wish to view.

Your plan will display by work week. Activities show in blocks for each day. A scrollbar may display for days with multiple activities. Total activity duration for the day displays in the weekday headers.

You can select a different week within the plan by clicking the forward or back arrows next to the date on the left side of the screen.

MONDAY 05/27/2013 100 min.	TUESDAY 05/28/2013 180 min.	WEDNESDAY 05/29/2013 200 min.	THURSDAY 05/30/2013 165 min.	FRIDAY 05/31/2013 175 min.
Unit Opener Introduce the Unit 8-9 10 min.	1.1 Thinking Spatially Introduce and Engage 13 10 min.	1.3 World Regions Introduce and Engage 17 15 min.	2.2 Map Scale Introduce and Engage 21 10 min.	2.4 Map Projections Introduce and Engage 25 10 min.
Chapter Opener Introduce the Photograph 10 10 min.	1.1 Thinking Spatially Teach 13 20 min.	1.3 World Regions Teach 17 10 min.	2.2 Map Scale Teach 21 20 min.	2.4 Map Projections Teach 25 20 min.
Chapter Opener Share Background 10 min.	1.1 Thinking Spatially Differentiate: Striving Readers 13 20 min.	1.3 World Regions Differentiate: Inclusion 17 10 min.	2.2 Map Scale Differentiate: Inclusion 21 20 min.	2.4 Map Projections Differentiate: Striving Readers 25 20 min.

## Removing a lesson plan

1. Select Remove Plans from the Actions pull-down menu. This will open the Remove Lesson Plans window with a list of your plans.
2. Select one or more plans that you would like to remove from the list.
3. Click Remove at the bottom of the window. A confirmation pop-up will prompt you to confirm removal.

**Remove Lesson Plans**

Select the plan(s) you would like to remove from your planner. Then, click Remove.

- Sample Plan
- Unit 1 Chapter 1
- Chapter 1

**Remove** **Cancel**

# Managing Events

Events allow you to schedule non-teaching days for one or all of your plans. You can move activities forward by a day to accommodate an event, or remove them from your plan. Events display in blue on your plans.

## Scheduling an event

1. Select Manage Events from the Actions pull-down menu. This will display the My Events window.
2. Click the day in the calendar on which you would like to schedule an event.
3. Confirm the start date. If your event will last more than one day, select an end date.
4. Input your event's name.
5. Identify which plans should display the event, the current plan, all plans for the current class, or all plans for all of your classes.
6. Identify whether you would like all activities moved ahead a day to accommodate the event. You can also choose to remove the activities scheduled for the day of the event.
7. Click Save. You can either add another event or click Cancel to close the My Events window.

**My Events**

Click a day to add an event. Or, click an event to remove it. ⓘ

Today  Event

May 2013							June 2013							July 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4					1			1	2	3	4	5	6
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
28	29	30	31																	

1. Confirm the start and end dates. Then, name your event.

Start Date:  End Date:

Event Name:

2. Select an option for managing the plans and activities affected by this event.

**Plans:**

- Current plan only
- All plans for this class
- All plans for all classes

**Activities:**

- Move all activities forward
- Remove activities

## Removing a scheduled event

1. Select Manage Events from the Actions pull-down menu. This will display the My Events window.
2. In the calendar, click the day of the event you would like to reschedule.
3. Identify whether you would like all activities moved back a day or left as is.
4. Click Remove. You can either add another event or click Cancel to close the My Events window.

**My Events**

Click a day to add an event. Or, click an event to remove it. ⓘ

Today  Event

May 2013							June 2013							July 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4					1			1	2	3	4	5	6
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
28	29	30	31																	

To remove the event from all affected plans, select an option for managing activities and click Remove.

Start Date:  End Date:

Event Name:

**Activities:**

- Move all activities back as originally scheduled
- Leave activities as currently schedule

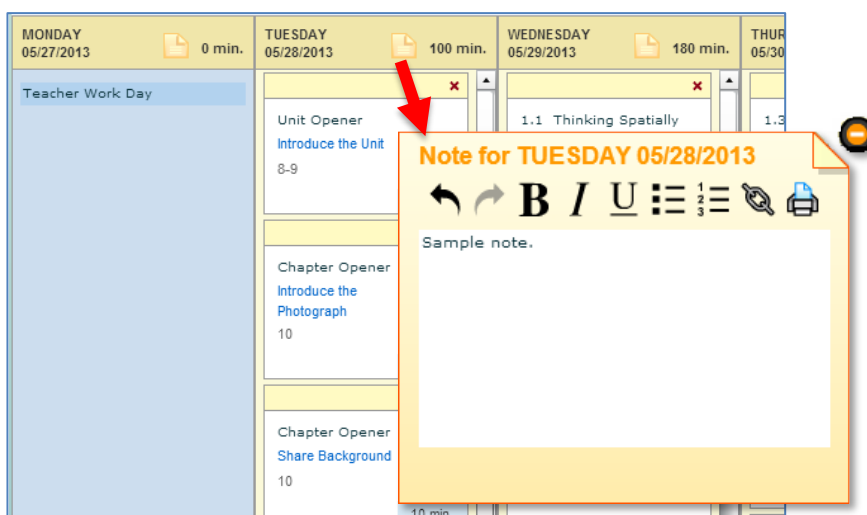
## Adding a Note

You can add a note to any day of your plan. The note icon in the day header goes from light to dark when you add a note.

Notes include simple formatting tools such as bold, italics, numbered lists, and bulleted lists. You can also add a link to your note.

To begin, find the day for which you would like to add a note in the weekly view of your plan. Then,

1. Click the Note icon in the day's header.
2. Click inside the text box and input your note. Formatting icons will display as soon as the text box is activated. Click one of these icons to activate the formatting tool.
3. Click the orange circle in the upper right of the note to save and close.



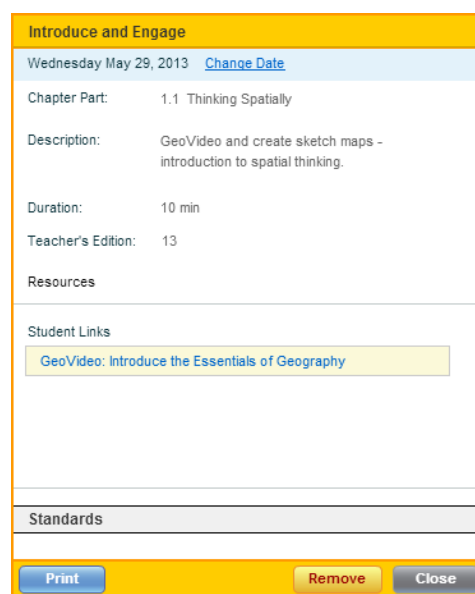
## Managing Activities

The lesson planner includes tools for adding, moving, and removing activities from any of your plans. Activities scheduled for days that have passed are locked.

### Viewing activity details

To view the detail window for an activity, click its name in the weekly view. The detail window includes descriptive information and linked resources if available.

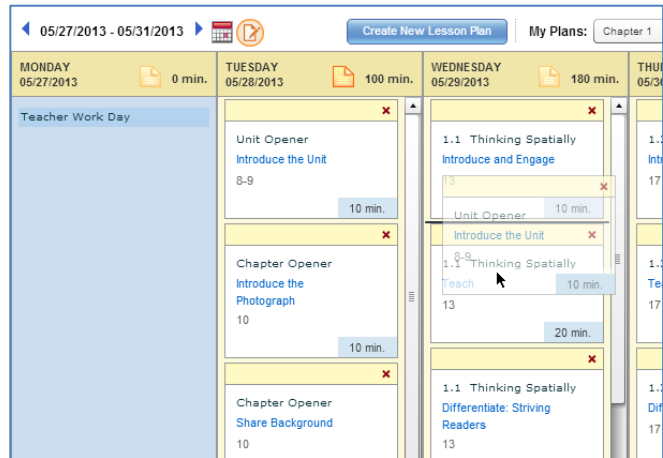
From the detail window, you can preview linked resources and print the activity information.



## Moving an activity within the week

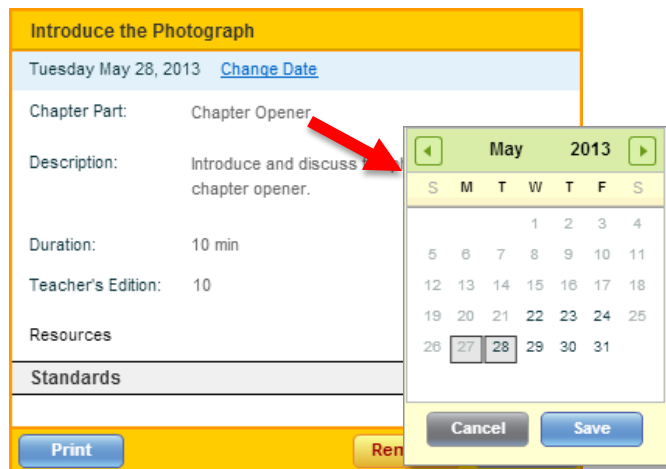
The drag and drop feature is the simplest way to move an activity to a different day in the same week.

1. Navigate to the weekly view of your plan. Put your mouse cursor over the activity, which you would like to move.
2. While your cursor displays an arrow, click and hold your left mouse button. Move your cursor to the desired location in the activity sequence for the target day. A black line will identify the activity's new position.
3. Release your mouse button. The screen will refresh with the activity in its new position.



## Moving an activity to another week

1. Click an activity name link to open the activity detail window from the weekly view of your plan.
2. Click the Change Date link at the top of the details window. This will display a calendar.
3. Click a new date in the calendar. Then, click the Save button. Click Yes in the confirmation pop-up to confirm the date change.

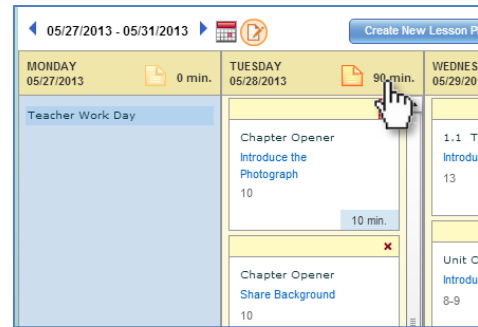


## Removing an activity

Clicking the red "x" at the top right corner of the activity block in the weekly view is the simplest way to remove it from your plan.

You can also remove an activity via the activity detail window by clicking **Remove**.

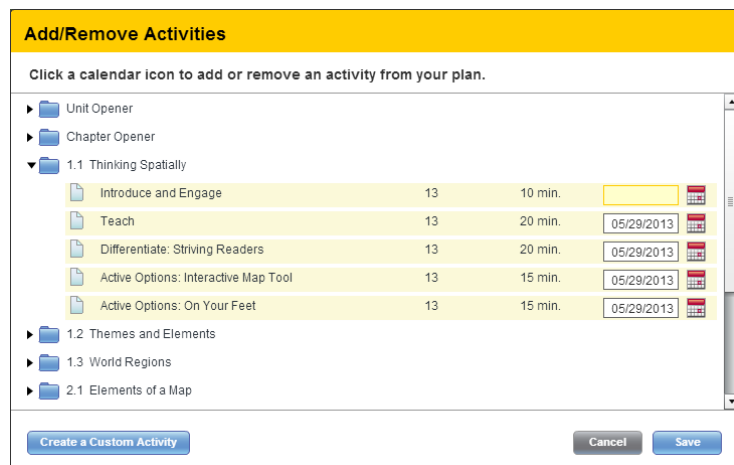
A third way to remove an activity is by way of Manage Activities under the Actions pull-down menu. This method involves locating the activity in a unit part folder. Once you find the activity, click the associated calendar and then click **Remove**.



A pop-up will prompt you to confirm the activity removal with each of these methods.

## Adding an activity

1. Select Manage Activities from the Actions pull-down menu. This will display the Add/Remove Activities window.
2. Click the desired chapter folder to see a list of associated activities.
3. Once you locate the activity, click the date field or the calendar icon to open the calendar pop-up.
4. Select a date in the calendar pop-up. Then click **Save**.
5. When you are done adding activities, click **Save**. A confirmation window will display.
6. Review the list of activities that will be added or removed from your plan. Click OK to save the changes and return to your plan.

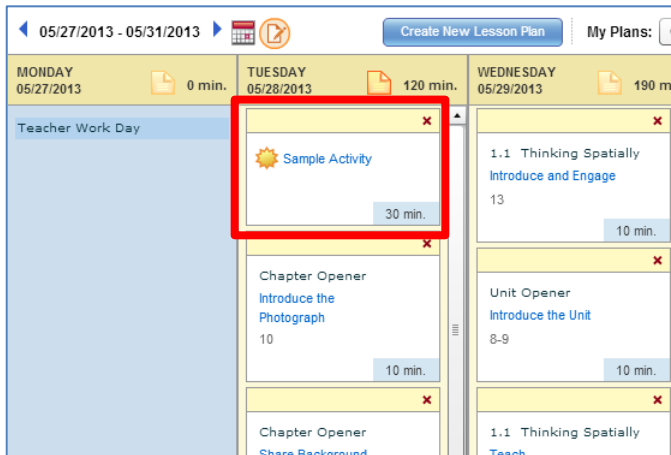





## Custom Activities

The World Cultures and Geography lesson planner includes activities for all instruction in the Teacher's Edition. You can block time for your own activity by creating a custom activity. Custom activity blocks display with a yellow sunburst and are saved in the Custom Activities folder.

Like the preloaded activities, custom activities include space for a name, description, and duration. They can also be linked to an online resource.




### Creating a custom activity

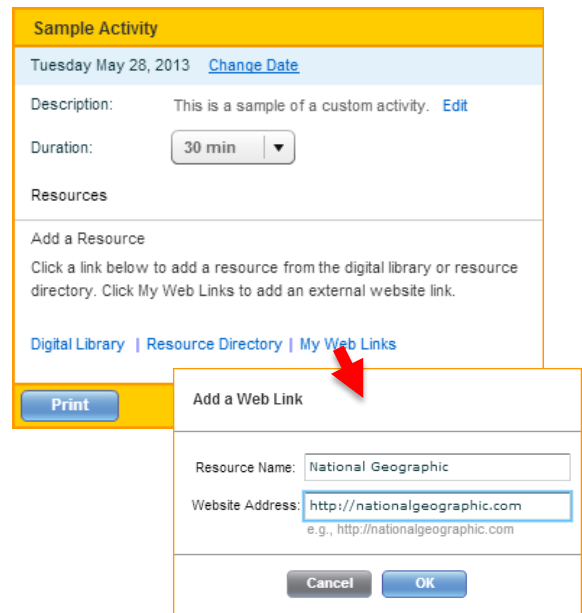
1. Select Manage Activities from the Actions pull-down menu. This will display the Add/Remove Activities window.
2. Click .
3. Fill in a name for the activity, select its duration, and the day on which you would like it to appear. You may also add a description but this is not required.
4. Click the Save to add the custom activity to your plan. This adds the new activity to the Lesson Planner and the "My Custom Activities" folder within the Activities list.

A screenshot of a "Create a Custom Activity" dialog box. The title bar is yellow and says "Create a Custom Activity". Inside the dialog, there are four fields: "Activity Name:" with the text "Sample Activity"; "Description:" with the text "This is a sample of a custom activity." and a red "Not required." label below it; "Duration:" with a dropdown menu set to "30 min"; and "Date:" with the text "05/22/2013" and a calendar icon. At the bottom right, there are "Cancel" and "Save" buttons.

## Adding a resource to a custom activity

Just as many preloaded World Cultures and Geography activities include resources, you can link an online resource to your custom activity. To begin, click the activity name in the weekly view to open the detail window.

- If you would like to add a resource from within myNGconnect, click Digital Library or Resource Directory. The page will open in a new myNGconnect tab. Navigate to the appropriate resource page and click . You will be directed back to the Lesson Planner tab and the resource will be added activity.
- If you would like to a resource from an outside website, click My Web Links. In the pop-up, enter a name and website address, then click OK.

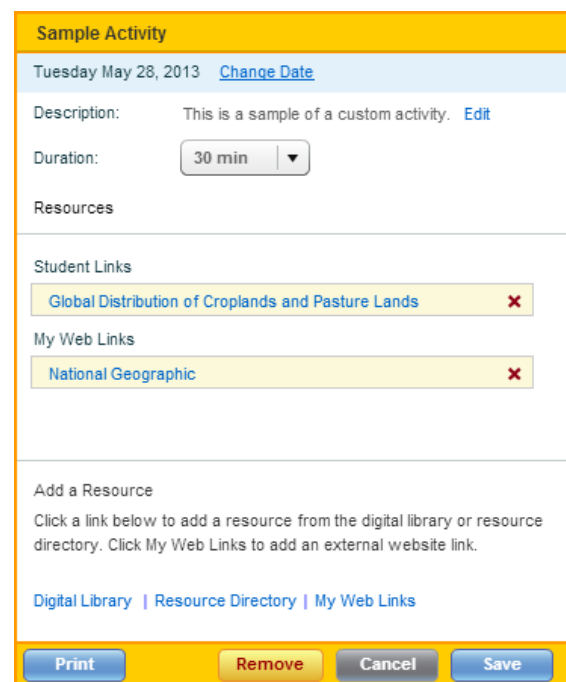


The screenshot shows the 'Sample Activity' detail window. At the top, it says 'Sample Activity' in a yellow bar. Below that, the date is 'Tuesday May 28, 2013' with a 'Change Date' link. The description is 'This is a sample of a custom activity.' with an 'Edit' link. The duration is '30 min' with a pull-down menu. Under 'Resources', there is an 'Add a Resource' section with instructions: 'Click a link below to add a resource from the digital library or resource directory. Click My Web Links to add an external website link.' There are three links: 'Digital Library', 'Resource Directory', and 'My Web Links'. A red arrow points to the 'My Web Links' link. A pop-up window titled 'Add a Web Link' is open over the 'My Web Links' link. It has two input fields: 'Resource Name' with 'National Geographic' and 'Website Address' with 'http://nationalgeographic.com'. Below the fields are 'Cancel' and 'OK' buttons.

## Editing a custom activity

You can edit the name, description, duration, and date of any custom activity. To begin, click the activity name in the weekly view to open the detail window.

- Click Change Date to reschedule the custom activity.
- Click Edit to change the description.
- Select a new time from the pull-down menu to change the duration.
- Click the red "x" next to a resource to remove it.
- Click Save to save your changes and return to the plan.



The screenshot shows the 'Sample Activity' detail window. At the top, it says 'Sample Activity' in a yellow bar. Below that, the date is 'Tuesday May 28, 2013' with a 'Change Date' link. The description is 'This is a sample of a custom activity.' with an 'Edit' link. The duration is '30 min' with a pull-down menu. Under 'Resources', there is an 'Add a Resource' section with instructions: 'Click a link below to add a resource from the digital library or resource directory. Click My Web Links to add an external website link.' There are three links: 'Digital Library', 'Resource Directory', and 'My Web Links'. Below the links, there are two existing resources: 'Global Distribution of Croplands and Pasture Lands' and 'National Geographic', each with a red 'x' icon to its right. At the bottom of the window, there are four buttons: 'Print', 'Remove', 'Cancel', and 'Save'.

## Printing and Saving a Plan

The Lesson Planner's printing feature offers two views. Week at a Glance prints summary information for each week of your plan including total duration for each day, linked resources, and where available, standards.

The detailed view includes detailed information for each scheduled activity. If you have Adobe Reader, you can use the print feature to save a copy of your plan as a PDF.

1. Select Print/Save Plans from the Actions pull-down menu.
2. In the pop-up, select a time period. An end date is only needed if you wish to print or save more than one week of your plan.
3. Select the Week at a Glance or Detailed print format.
4. Click Preview. Then, click Print to activate your browser's print function. Or, click Save to download a PDF version of the plan.

This report should be printed with landscape orientation selected in your print options. [Save](#) [Print](#) [Cancel](#)

myNGconnect™ NATIONAL GEOGRAPHIC  
**World Cultures and Geography**

Teacher: Test Teacher1 Grade/Level: 7 Strand: Survey Plan: Chapter 1  
Class: WCG - Survey Time Period: 05-27-2013 / 05-31-2013 Print Date: 05-22-2013 View: Week at a Glance

**Week of 05/27/2013 - 05/31/2013**

Day	Activity	Time (min)	Linked Resources	Standards
Monday 05/27/2013	Teacher Work Day			
Tuesday 05/28/2013	There are currently no activities or events scheduled for this day.			
Wednesday 05/29/2013	There are currently no activities or events scheduled for this day.			
Thursday 05/30/2013	There are currently no activities or events scheduled for this day.			
Friday 05/31/2013	There are currently no activities or events scheduled for this day.			

# Assignments

## About Assignments

The Assignments tool allows you to create assignments that display on your student's myNGconnect homepages. You can add World Cultures and Geography resources and web links to your assignments.

To open the Assignments tool, click the link under Teacher Tools on the myNGconnect homepage. Or, select "Lesson Planner" from the pull-down menu under the Home tab from anywhere within myNGconnect. A list of assignments will display.




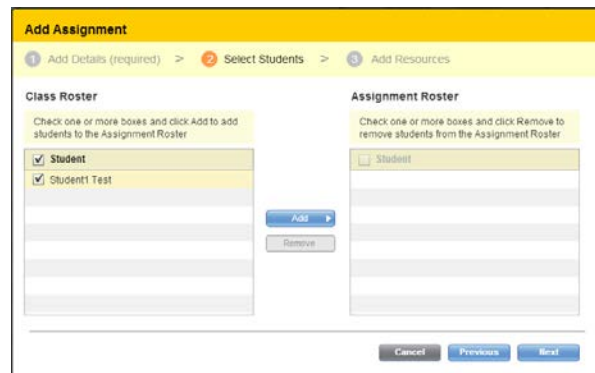
The screenshot shows the 'Assignments' tool interface. At the top, there is a header 'Assignments' with a calendar icon. Below the header, there is a table titled 'All Assignments (2 Total)' with an 'Add Assignment' button. The table has columns for 'Assignment Title', 'Delete', 'Start Date', 'Due Date', 'Assigned Students', and 'Done'. Two assignments are listed: 'Sample Assignment' and 'Unit 1 Research Paper'.

Assignment Title	Delete	Start Date	Due Date	Assigned Students	Done
<a href="#">Sample Assignment</a>	X	05/06/2013	05/27/2013	1	0
<a href="#">Unit 1 Research Paper</a>	X	05/23/2013	06/24/2013	1	0

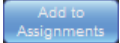
## Using the Assignments Tool

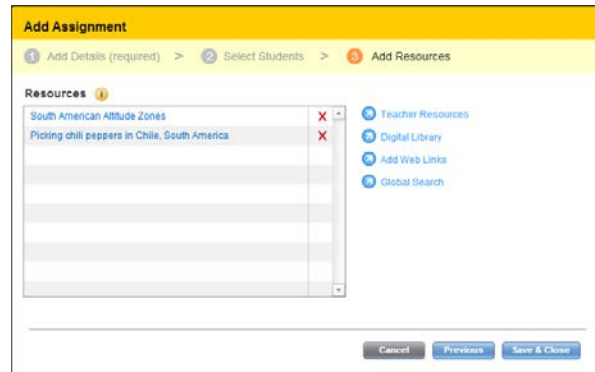
### Adding Assignments

1. To create a new assignment, click the  button.
2. In the pop-up, enter a title and description. Click calendar icons to select a start date and end date. Then, click Next.
3. To add students to the assignment roster, select the checkboxes next to the appropriate student names and click Add. When you are finished adding students, click Next.



4. If desired, you can add resources from within myNGconnect or from an outside website to the assignment.

- To add a resource from within myNGconnect, click Teacher Resources, Digital Library, or Global Search. The page will open in a new myNGconnect tab. Navigate to the appropriate resource page and click . You will be directed back to the assignments tab and the resource will be added to the list.



- To add a resource from an outside website, click Add Web Links. Enter the name and website address. Then, click OK.

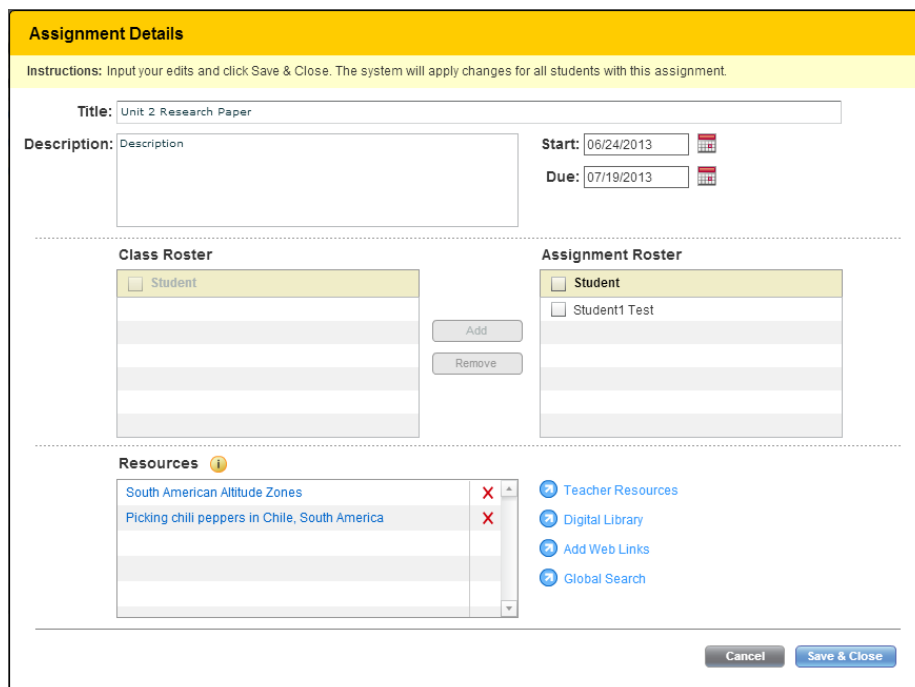
- Click the red X next to a resource to delete it from the list

5. When you are finished adding resources, click Save & Close. Your assignment will be added to the Assignments list.

6. On the start date you indicated, the assignment will appear on the student's homepage.

## Viewing and editing assignments

To view or edit an assignment's details for all associated students, click the assignment title. In the pop-up, you can edit the title, description, start and end dates, the student roster, and associated resources. When you are finished editing the assignment, click Save & Close.



**Assignment Details**

Instructions: Input your edits and click Save & Close. The system will apply changes for all students with this assignment.

**Title:** Unit 2 Research Paper

**Description:** Description

**Start:** 06/24/2013

**Due:** 07/19/2013

**Class Roster**

<input type="checkbox"/> Student

Add Remove

**Assignment Roster**

<input type="checkbox"/> Student
<input type="checkbox"/> Student1 Test

**Resources**

South American Altitude Zones	X
Picking chili peppers in Chile, South America	X

Teacher Resources  
Digital Library  
Add Web Links  
Global Search

Cancel Save & Close

## Edit start and end dates for an individual student

1. To edit start and end dates for an individual student, locate the appropriate assignment in the list. Click the number in the Assigned Students column.

Assignment Title	Delete	Start Date	Due Date	Assigned Students	Done
Sample Assignment	X	05/06/2013	05/27/2013	1	0
Unit 1 Research Paper	X	05/23/2013	06/24/2013	1	0

2. The assignment roster displays. Locate the appropriate student in the roster. Click [edit](#) in the Start Date or Due Date column.

Last Name	First Name	Start Date	Due Date	Feedback	Done
Student1	Test	05/06/2013 <a href="#">edit</a>	05/27/2013 <a href="#">edit</a>	<a href="#">Add</a>	<input type="checkbox"/>

3. In the pop-up, enter a new date and click Save.

## Add Feedback for completed assignments

1. To add feedback for completed assignments, locate the appropriate assignment in the list. Click the number in the Assigned Students column.

Assignment Title	Delete	Start Date	Due Date	Assigned Students	Done
Sample Assignment	X	05/06/2013	05/27/2013	1	0
Unit 1 Research Paper	X	05/23/2013	06/24/2013	1	0

2. Locate the appropriate student name in the list. In the Feedback column, click [Add](#).

Last Name	First Name	Start Date	Due Date	Feedback	Done
Student1	Test	05/06/2013 <a href="#">edit</a>	05/27/2013 <a href="#">edit</a>	<a href="#">Add</a>	<input type="checkbox"/>

3. In the pop-up, add your feedback. When you are finished, click Save. Your feedback will display on your student's assignments page.

- To move the assignment to you student's Done list, click the checkbox.
- You can select a full star, half star, or empty star to indicate student performance.
- Type written feedback in the box.

**Add Feedback**

Student: Test Student1

Check to move this assignment to the student's Done list

Stamp: ★ ★ ☆

Sample feedback:

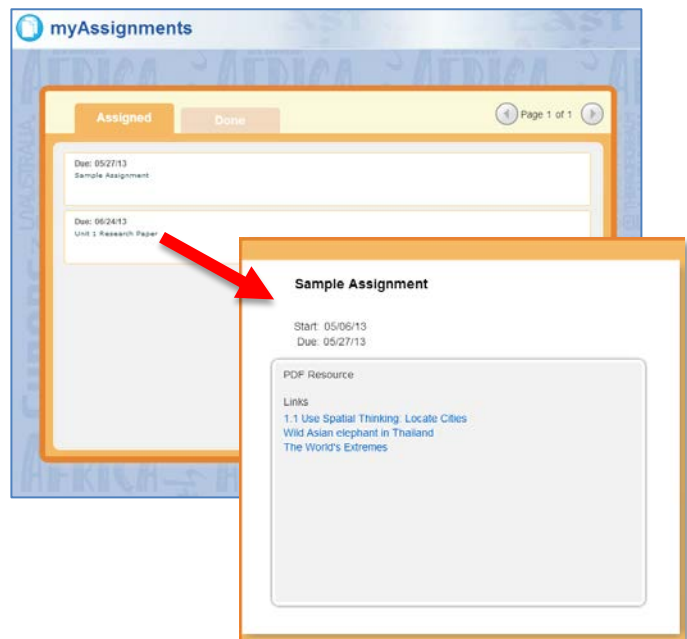


## Assignments on the Student Homepage

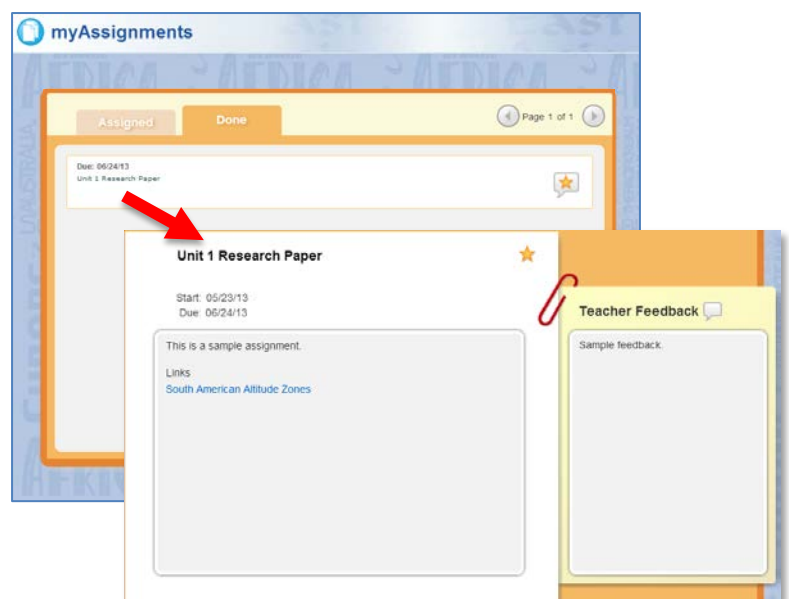
To access assignments, students will click “my Assignments” under Student Tools on the myNGconnect Student homepage.



A list of current assignments will display. Students can click an assignment name to view details and access resource links.



Students can view completed assignments in the “Done” tab. Your feedback displays next to the assignment details.



# Class Management

## Rostering

Rostering is the process of placing students into each Teacher's class for myNGconnect, and assigning corresponding usernames and passwords.

When an order is placed, an NGSP support representative initiates Rostering by contacting the district's "Subscriber Contact" (stated on the "eProducts Supplemental Order Form" which is part of the purchasing paperwork). If the district's "Subscriber Contact" has not been in contact with an NGSP support representative, then they should call NGSP Tech Support at 1-888-915-3276.

## Using Class Management Tools

To access Class Management tools, click the link under Teacher Tools on the myNGconnect Home page. Or, select "Class Management" from the pull-down menu under the Home tab from anywhere within myNGconnect.



### Students Tab - Viewing Class Details

When entering Class Management, the Detail information for the current class appears by default as the "Students" tab.

Class: Grade 3      Grade: 3  
Teacher: WCG Survey      Total Students: 1  
District: NAT GEO LEARNING TRAINING DEMO      Class ID: 2e2741dd-76db-44f1-8dc1-aa68bfccc07d  
School: NGL Training Demo School A

Access User Management Console

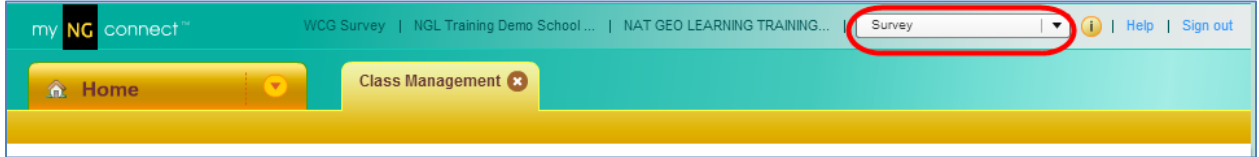
Students    Announcements    Preview Classes

Actions: Select

Last Name	First Name	Student ID	Username	Reading Accuracy ⓘ	
WCG	Survey	191716	stdsurvey	Low	<a href="#">View Details</a>


## Changing classes

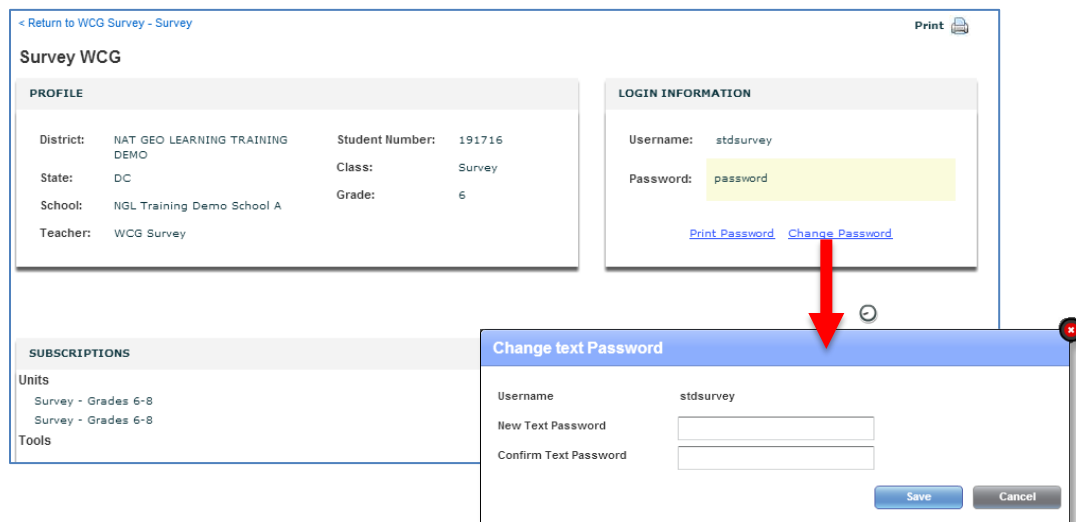
1. To change classes, click the class pull-down at the top right corner of the screen.



2. Select a class from the pull-down. myNGconnect will refresh and the homepage will display.
3. Re-open Class Management to view the details screen for that class.

## Student Details

1. In the students tab, locate the appropriate student and click [View Details](#).
2. To print the details, click the Print button, located in the top right corner of the screen.
  - Click [Print](#)  to print the student's details. In the pop-up, click print to activate your browser's print dialog.
  - Click [Print Password](#) to print the student's password. In the pop-up, click print to activate your browser's print dialog.
  - To change the student's password, click [Change Password](#). In the pop-up, enter a new password and click Save.



# Preview Classes

## About Preview Classes

A Preview Class can be created for each individual Teacher’s Edition, and allows an educator to preview the online content and do planning.

NOTE: A preview class will only be available for 30 days from the day that a teacher creates it, then it expires.

## Registering a Free Preview Account

1. To set up a Preview Class, select “Register a free preview account!” on the Educator Sign-in page.
2. Enter your email address and click Submit.
3. Enter your details and the Key-Code found in the front of the Teacher’s Edition and click Submit to create a preview account.

School-Issued Email Address:

Password

[Not an educator?  
Forgot your password?](#) [Sign In](#)

[Please click here to read NEW Password Instructions prior to login.](#)

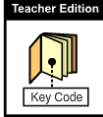
**Don't have an account?**  
[Register a free preview account!](#)

[Need log-ins for students?  
Begin the rostering process.](#)

## Creating a Preview Class

1. Select “Class Management” from the pull-down menu under the Home tab.
2. Select the “Preview Classes” tab. A table will list any preview classes that have already been set up.
3. Click the “Create Preview Class” button in the upper right corner of the table.
4. In the pop-up, enter your key code and click Submit.

**Create Preview Class**

**Teacher Edition**  
  
Key Code

Key Codes allow you to set up a Preview Class for the Teacher's Edition for which you have a Key Code. You may also plan activities and save notes that can later be merged to a "rostered" class with students. The Preview Class will include resources such as images, videos, eEditions and much more.

Science and Reach Teachers: Locate the key code found in the front of your Teacher's Edition.  
World Cultures and Geography, Reach for Reading, Inside, and Edge Teachers: If you do not have a key code, please call Customer Technical Support at 888-915-3276.

**Key Code:**  
 [Submit](#) [Cancel](#)