ONLINE Learning User’s Guide
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I. Introduction

NewPath Online Learning is a curriculum mastery and assessment preparation program aligned to Common Core and current state standards. It is currently used by thousands of teachers and students nationally and internationally.

- NewPath Learning Online is comprehensive
- NewPath Learning Online is easy-to-use
- NewPath Learning Online helps to increase learning and test scores while making the teacher’s job easier
- NewPath Learning Online is standards-based
- NewPath Learning Online is an adaptive, easy-to-use, online learning program created with students and teachers in mind that supports learning and teaching of all types and levels

NewPath Learning Online provides:

- A research-based comprehensive grades 1-12 curriculum for science, math, ELA and social studies with ready-to-use lessons and activities:
  - Complete middle/high school science multimedia lessons with tutorials, simulations, interactive activities, virtual labs, glossaries and assessments covering Life Science/Biology, the Human Body, Earth Science and Physical Science
  - Over 35,000 standards-based illustrated questions organized by grade, subject, topic and curriculum standards which can be used to create quizzes, flash cards, worksheets and games
  - Thousands of illustrated study guides organized by grade level, subject, topic and curriculum standards
  - Thousands of illustrated key vocabulary terms
  - Over 10,000 science illustrations and photographs, as well as access to other media sources including Flikr®, YouTube® and Kahn Academy®.

- A complete classroom management system including tools to create classes, add students and track student performance with automatic grading and reporting

- An online assignment and lecture calendar

- A system to create and assign student proficiency exams

- A collection of tools to create your own custom content and activities which can be edited, saved, assigned, and assembled into a custom multimedia lesson or shared with colleagues. Custom activities which you can create include:
  - quizzes
  - flash cards
  - worksheets
  - games
  - study guides
  - glossaries
  - multimedia slide shows

- Ability to create custom multimedia lessons with various learning objects and activities such as tutorials, interactives, virtual investigations, glossary terms, quizzes, flash cards, worksheets and even media files from Flikr, YouTube and Kahn Academy. The custom lesson can then be assigned to a class or individual students, or saved for an in-class presentation/lecture.

- Individual student accounts with access to assignments as well as activities to explore and learn at their own pace

- Cloud storage space to save your class and student information, lesson plans, curriculum, media files and activities and use year after year
II. Technical Requirements

A. Minimum Operating System and Hardware Requirements

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Browsers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Windows</strong></td>
<td></td>
</tr>
<tr>
<td>• Microsoft® Windows® XP (32-bit), Windows Server® 2003 (32-bit), Windows Server 2008 (32-bit), Windows Vista® (32-bit), Windows 7 (32-bit and 64-bit)</td>
<td>• Internet Explorer® 7.0 and above, Mozilla Firefox® 4.0 and above, Google Chrome, Safari 5.0 and above, Opera 11</td>
</tr>
<tr>
<td>• 2.33GHz or faster x86-compatible processor, or Intel® Atom™ 1.6GHz or faster processor for netbooks</td>
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<tr>
<td>• 256MB of RAM</td>
<td></td>
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<tr>
<td>• 128MB of graphics memory</td>
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<tr>
<td>• Minimum display resolution of 1024x768 with 32-bit color depth</td>
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</tr>
<tr>
<td>• Speakers or headphones are required to listen to the multimedia lesson presentations</td>
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</tr>
<tr>
<td><strong>Macintosh</strong></td>
<td></td>
</tr>
<tr>
<td>• Mac OS X v10.7, Mac OS X v10.6, Mac OS X v10.5, Mac OS X v10.4 (Intel)</td>
<td>• Safari 4.0 and above, Mozilla Firefox® 3.0 and above, Google Chrome 3, Opera 9.5 and above, AOL Desktop for Mac 1.0 and above</td>
</tr>
<tr>
<td>• 1.33GHz Intel Core™ Duo or faster processor</td>
<td></td>
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<tr>
<td>• 256MB of RAM minimum</td>
<td></td>
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<tr>
<td>• 128MB of graphics memory</td>
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<tr>
<td>• Minimum display resolution of 1024x768 with 32-bit color depth</td>
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</tr>
<tr>
<td>• Speakers or headphones are required to listen to the multimedia lesson presentations</td>
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</tr>
</tbody>
</table>

B. Internet Connection Speed

Internet connection is required to access NewPath Learning Online. The minimum recommended connection speed is 128Kbps.

C. Additional Software Plugins

To view select curriculum content and activities on NewPath Learning Online, you'll need the following:

- Adobe Flash Player 11 or later version which can be downloaded at http://get.adobe.com/flashplayer.
- Adobe Reader 6.0 or later version or another PDF viewer. Adobe Reader can be downloaded at http://get.adobe.com/reader.
III. Account Types

Joining NewPath Learning Online is easy. NewPath Learning offers two ways to join. You can start with a Free account, or you may choose the Premium account for a low introductory price. The Premium account offers unlimited access to a comprehensive curriculum and tools.

A. Free Online Account

A Free Online Account provides you with access to the classroom management tools, classroom calendar, assignments, grade book tools, curriculum authoring tools, and limited access to Teacher Shared Curriculum and ready-to-use NewPath’s lessons, activities and assessments. For more details refer to the Subscription Features table below.

B. Premium Online Account

1. Teacher
When you sign up for a Teacher Premium Online Account, you get a teacher account and up to 150 individual student accounts. As a teacher, you’ll have your own username and password. You can then assign your students their own unique accounts with their own usernames and passwords. See the comparison table below for more information.

2. Student
With a Premium Online Account, teachers can create up to 150 individual student accounts, each with a unique username and password. Students have access to the assignments, as well as activities organized by grade level and subject. Students can learn, practice and review a skill of their choice and at their own pace.

3. School Level Administrator License
A school level license can include multiple teacher accounts and up to 150 student accounts per teacher. School administrators have administrative access privileges to all teacher accounts within a school building, as well as student usage and performance data sorted by teacher, class, subject, and grade level.

For more information on this subscription option, please contact NewPath Learning at 800-507-0966.

Subscription Features

<table>
<thead>
<tr>
<th>FEATURE</th>
<th>DESCRIPTION</th>
<th>FREE Limited Access Teacher Subscription</th>
<th>PREMIUM Full Access Teacher Subscription</th>
<th>SCHOOL LEVEL Administrator License Full Access Teacher Subscriptions &amp; Administrator Access and Reporting Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Online Subscription Cost</td>
<td>FREE</td>
<td>$199 per Teacher Subscription Annually</td>
<td>$199 per Teacher Subscription Annually Plus $49 for Administrative Access</td>
<td></td>
</tr>
<tr>
<td>FEATURE</td>
<td>DESCRIPTION</td>
<td>FREE Limited Access Teacher Subscription</td>
<td>PREMIUM Full Access Teacher Subscription</td>
<td>SCHOOL LEVEL Administrator License</td>
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</tr>
<tr>
<td><strong>Online Access</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>School Administrators</strong></td>
<td>Provides access to teacher accounts, as well as reporting of student performance metrics in any class or entire school.</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Teachers</strong></td>
<td>Individual teacher account provides access to a learning management system, tools to create and customize lessons and NewPath curriculum, (depending on subscription type).</td>
<td>1 teacher account</td>
<td>1 teacher account</td>
<td>1+ teacher accounts</td>
</tr>
<tr>
<td><strong>Students</strong></td>
<td>Individual student account provides student access to assignments, as well as to activities (organized by subject and grade) for students to explore and learn at their own pace.</td>
<td>5 individual student accounts</td>
<td>150 individual student accounts</td>
<td>150 students for each premium teacher account</td>
</tr>
<tr>
<td><strong>Classroom Management</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Classes</strong></td>
<td>Allows you to create and manage your classes. With a premium subscription, you have the option to create an unlimited number of classes and better differentiate your instruction.</td>
<td>Limited to 1 Class</td>
<td>Create unlimited number of classes</td>
<td>Create unlimited number of classes</td>
</tr>
<tr>
<td><strong>Grade Book</strong></td>
<td>Provides a variety of performance and online usage metrics, accessible by class or individual student.</td>
<td>Limited to 1 Class and 5 students</td>
<td>Unlimited access to all classes</td>
<td>Unlimited access to all classes</td>
</tr>
<tr>
<td><strong>Proficiency Assessment</strong></td>
<td>A proficiency exam can be used to assess student proficiency in core academic skill areas in order 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 1,000 available topics organized by subject, grade and educational standard.</td>
<td>Limited to 5 questions per exam</td>
<td>Unlimited access to all 35,000 NewPath questions, plus access to all teacher-shared questions</td>
<td>Unlimited access</td>
</tr>
<tr>
<td>FEATURE</td>
<td>DESCRIPTION</td>
<td>FREE Limited Access Teacher Subscription</td>
<td>PREMIUM Full Access Teacher Subscription</td>
<td>SCHOOL LEVEL Administrator License</td>
</tr>
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</tr>
<tr>
<td>Classroom Management continued...</td>
<td>Provides a gradebook for each class to view performance metrics for the entire class.</td>
<td>Limited access to 1 class</td>
<td>Unlimited access to all classes</td>
<td>Unlimited access to all classes</td>
</tr>
<tr>
<td>Calendar</td>
<td>Separate calendars for each of your classes display your assignments as well as your lectures by day, week or month.</td>
<td>Limited access to 1 class</td>
<td>Unlimited access to all classes</td>
<td>Unlimited access to all classes</td>
</tr>
<tr>
<td>In-Class Lectures</td>
<td>Provides access to multimedia lectures that you’ve created to present to your class.</td>
<td>Unlimited access to all NewPath, User-Created and Shared Curriculum to create in-class lectures</td>
<td>Unlimited access to all NewPath, User-Created and Shared Curriculum to create in-class lectures</td>
<td>Unlimited access to all NewPath, User-Created and Shared Curriculum to create in-class lectures</td>
</tr>
<tr>
<td>Gradebook</td>
<td></td>
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</tr>
<tr>
<td>Class Gradebook</td>
<td>Provides a gradebook for each class to view performance metrics for the entire class.</td>
<td>Limited access to 1 class</td>
<td>Unlimited access to all classes</td>
<td>Unlimited access to all classes</td>
</tr>
<tr>
<td>NewPath Curriculum</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Multimedia Lessons</td>
<td>Access a comprehensive collection of multimedia lessons and activities covering Life Science/Biology, The Human Body, Earth Science and Physical Science. Designed for multisensory learning, these lessons are the perfect resource for interactive whiteboards or for individual student instruction!</td>
<td>Limited view time</td>
<td>Unlimited access to view, customize and assign</td>
<td>Unlimited access and view time</td>
</tr>
<tr>
<td>Quizzes</td>
<td>Access over 35,000 standards-based illustrated questions organized by grade, subject, topic and curriculum standards.</td>
<td>Limited to 5 NewPath questions</td>
<td>Unlimited access to customize, view, print and assign</td>
<td>Unlimited access</td>
</tr>
<tr>
<td>Flash Cards</td>
<td>Access over 35,000 standards-based illustrated flash cards organized by grade, subject, topic and curriculum standards.</td>
<td>Limited to 5 NewPath questions</td>
<td>Unlimited access to customize, view, print and assign</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Worksheets</td>
<td>Access over 35,000 standards-based illustrated questions to create, save and print customized color worksheets.</td>
<td>Watermarked</td>
<td>Unlimited access to customize, view, print and assign</td>
<td>Unlimited</td>
</tr>
<tr>
<td>FEATURE</td>
<td>DESCRIPTION</td>
<td>FREE Limited Access Teacher Subscription</td>
<td>PREMIUM Full Access Teacher Subscription</td>
<td>SCHOOL LEVEL Administrator License</td>
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</tr>
<tr>
<td>NewPath Curriculum</td>
<td>Play a variety of knowledge-based board games organized by grade, subject, topic and curriculum standards.</td>
<td>Limited to 5 NewPath questions</td>
<td>Unlimited access to customize, play and assign</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Games</td>
<td>Access a variety of interactive math and science activities to engage students in inquiry-based learning.</td>
<td>Limited view time</td>
<td>Unlimited access to view and assign</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Interactives</td>
<td>Access dozens of key science virtual laboratory investigations to perform experiments and simulations, collect data and draw conclusions.</td>
<td>Limited view time</td>
<td>Unlimited access to view and assign</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Virtual Labs</td>
<td>Access thousands of illustrated study guides organized by grade level, subject, topic and curriculum standards.</td>
<td>Watemarked</td>
<td>Unlimited access to customize, view, print and assign</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Study Guides</td>
<td>Access the use and customization of teacher-created learning activities, such as quizzes, flash cards, dictionary terms and study guides.</td>
<td>Limited to 5 terms</td>
<td>Unlimited access to customize, view and assign</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Dictionary</td>
<td>Access the use and customization of teacher-created learning activities, such as quizzes, flash cards, dictionary terms and study guides.</td>
<td>Limited to 5 terms</td>
<td>Unlimited access to customize, view and assign</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Media</td>
<td>Access thousands of NewPath illustrations and photographs, as well as other media types from a variety of sources including Flikr, YouTube and Kahn Academy.</td>
<td>Limited to 5 NewPath media files</td>
<td>Unlimited use access to view, and assign</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Shared Curriculum</td>
<td>Allows the use and customization of teacher-created learning activities, such as quizzes, flash cards, dictionary terms and study guides.</td>
<td>Limited view time</td>
<td>Unlimited view and use of teacher-created shared curriculum</td>
<td>Unlimited view and use of teacher-created shared curriculum</td>
</tr>
<tr>
<td>My Shared Curriculum</td>
<td>Allows you to share any self-created curriculum content with other NewPath Online subscribers.</td>
<td>Any self-created content will be shared with other subscribers</td>
<td>Option to not share any self-created content</td>
<td>Option to not share any self-created content</td>
</tr>
<tr>
<td>FEATURE</td>
<td>DESCRIPTION</td>
<td>FREE Limited Access Teacher Subscription</td>
<td>PREMIUM Full Access Teacher Subscription</td>
<td>SCHOOL LEVEL Administrator License</td>
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</tr>
<tr>
<td>Cloud Storage</td>
<td>Provides online storage and management of any curriculum content you choose.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>My Curriculum</td>
<td>Build-A-Lesson allows you to create custom multimedia lessons and in-class lectures/presentations with various learning objects such as tutorials, interactives, virtual investigations, dictionary terms, quizzes, flash cards, games, study guides, and worksheets. You can even incorporate media files from Flikr, YouTube and Kahn Academy. The custom lesson can then be assigned to a class or individual students, or saved for an in-class presentation/lecture.</td>
<td>Limited storage</td>
<td>Unlimited storage</td>
<td>Unlimited storage</td>
</tr>
<tr>
<td>Custom Lessons</td>
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</tr>
<tr>
<td>Create &amp; Share</td>
<td>Provides quick access to tools to create, edit and customize the following activities: • quizzes • flash cards • worksheets • games • study guides • dictionaries • multimedia slide shows</td>
<td>Unlimited access to all tools</td>
<td>Unlimited access to all tools</td>
<td>Unlimited access to all tools</td>
</tr>
</tbody>
</table>
IV. Creating an Account

To sign up for a NewPath Online account, go to www.newpathlearning.com and select the Create New Account button at the middle of the page. You can even register via Facebook or Google.

A. New Subscriber

1. Create New Account
   Click on the Create New Account button to display the new account screen. Simply type in a unique username, password and email address and press Sign up. You will then receive a confirmation email which provides you with a web link in the email to activate your account. Depending on your spam email settings, this email may end up in your spam folder.

   After activating your membership, simply log in to the NewPath Learning website www.newpathlearning.com by entering your unique username and password.

   If you have purchased a Premium subscription, a unique subscription code will be emailed to you. Log in to your account and then enter this subscription code under My Account in the My Profile/My Subscriptions page.

2. Sign In with Your Facebook or Google Login Credentials
   If you already have a Facebook or Google account, you can create a new NewPath Learning account by simply logging in to either account. Simply click on either link and enter your email and password for that account. You will automatically have access to NewPath Learning Online.

B. Sign In

1. Username and Password
   If you’ve created and activated an online account, you can then simply log in by entering your unique username and password.

   Note: In addition to using your unique username and password that you’ve assigned, you may also log in to NewPath Learning with your Facebook or Google credentials as long as you’ve provided the same email address to create both accounts.
C. Can’t Access Your Account?

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.

D. Renewing and Upgrading Your Subscription

To renew or upgrade your online subscription, go to www.newpathlearning.com and select Online Learning located in the Shop By Product section on the left column of the page. After completing your transaction, a unique subscription code will be emailed to you. Login to your account and then enter this subscription code under My Account in the My Profile/Subscriptions page.

V. My Dashboard - Home

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. A tools list allows you to send messages to all your classes, check the status of your subscription and profile and get help on using NewPath's Online Learning program.
VI. Getting Started Wizard

The Getting Started wizard will take you step by step to fill out your profile, create your first class, add students, create a proficiency exam and assign lessons. Although some of these tasks appear in other sections, you always have access to this wizard by clicking on Getting Started located on the top bar menu.

A. Fill Out Your Profile

Your profile page is the first step of the Getting Started wizard and includes important information about yourself, login credentials, and subscription information, as well as your custom privacy settings.

1. Complete your Profile page by entering your email, username, password, and your personal information, including uploading a photo and your school information.

2. To update your subscription, enter the code in the spaces provided under My Subscription and click on Add New.

3. Under Privacy Settings, click on the check boxes to set your privacy settings, which include making your profile public and receiving gradebook emails and NewPath updates.

4. Click on the Save button at the bottom of the page to save all of your changes, and then click Next to proceed to the Add Classes step of the Getting Started wizard.

B. Add Classes

The second step is to create your classes. With a premium subscription, you have the option to create an unlimited number of classes and better differentiate your instruction. Even if you only teach one class, you may choose to divide your students into smaller groups based on ability, and then assign custom lessons.
1. Complete the class information fields including name, subject, grade, class location, start date and end date. You may press Clear to delete the information, or Save Class to save the class information and move it to the My Classes table. After each class is saved, enter the information for your next class, until all of your classes have been added.

2. To edit class information, click on a class to highlight it and click the Edit Class button which will display the selected class information in the fields on the left.

3. To delete a class select a class and click on the Delete Class button.

4. You may sort your saved classes by name, subject or grade by clicking on the arrows located in the title fields of the table.

5. Click Next to proceed to the Add Students step of the Getting Started wizard.

C. Add Students

1. Complete the student information fields including first and last name, email, username, password, student identification number, gender and check if a student is classified as Special Needs or ELL. The student can be added to one or more classes by clicking on the check boxes in the Classes drop-down menu. After each student is saved, enter the information for your next student, until all of your students have been added to your student roster. You may click Clear to delete the student information entered, or Save Student to save the information and add it to the My Student Roster table.

Note: You may also import a student roster in CSV delimited format by clicking on the search icon next to the import field. Be sure that your student roster has the following five fields: first name, last name, username, password and email.

2. To edit student information, click on a student to highlight, and then click the Edit Student button which will display the selected class information in the fields on the left.

3. To delete a student, select a student and click on the Delete Student button.

4. You may sort your saved students by last or first name by clicking on the arrows located in the title fields of the table.

5. To print student information cards with each student’s login information from a specific class, click on the print roster button.

6. Click on Next to proceed to the Create Proficiency Exams step of the Getting Started wizard.
D. Proficiency Exams
A proficiency exam can be used to assess student proficiency in core academic skill areas in order 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 can select from over 1,000 available topics organized by subject, grade and educational standard.

Key Icons and Symbols for 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 from your selection list
- This icon removes all of the topics from your selection list

a) From the drop-down menus, click on the check boxes to choose one or more subjects and grades to display the available core academic skills. 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.

Click to highlight a skill of your choice, and click on the icon to add it to your list. Click on the icon to select all the skills for the subject(s) and grade(s) chosen. Click on the icon to remove a highlighted skill area from your list, or click on the icon to remove them all.

b) Using the slider, select the number of questions you would like to use for the proficiency exam, up to a maximum of 75 questions. An 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 used to create the proficiency exam.

c) To assign the proficiency exam to one or more classes, click on **Assign Date** and **Due Date** to enter the dates.

d) Click on **Assign to Students** to assign the proficiency exam to select students.

e) Click **Next** to continue to the next step of the Getting Started wizard.
E. Add Lessons

Based on the results of the proficiency exam, you can choose to assign lessons and provide further instruction in areas of weakness.

Note: For more detailed information on assigning lessons, including building a custom lesson, refer to pages 21-57.

1. Identify the **subject** of your choice, and then click to choose a **grade level**.
2. All the available lesson activities are displayed which can be assigned to an entire class or selected students. Depending on the subject and grade chosen, the activities range from complete multimedia lessons and virtual labs, to flash cards, study cards and games.
3. Click on an activity of your choice and then click on the action icons to **view**, **edit**, **assign**, **save** or **link** the activity.

### Key Icons and Symbols for Activities

- **View**: Plays the selected activity.
- **Edit**: Allows you to edit the selected activity.
- **Assign**: Displays a screen with your classes, so you can assign the selected activity or lesson.
- **Save**: Allows you to save the selected activity in **My Curriculum**.
- **Link**: Displays a web link which you can copy and paste in an Instant Message, email, or webpage and send it to a colleague to preview.
The **Classes** tab allows you to create and manage your classes. With a premium subscription, you have the option to create an unlimited number of classes and better differentiate your instruction.

**Key Icons and Symbols for Classes**

- **Add Class:** Displays a screen to enter new class information.
- **Delete:** Deletes the highlighted class.
- **Edit Class:** Displays a screen to edit the class information.
- **Add To Class:** Allows you to add students to selected classes.
- **Add/Edit Students:** Allows you to edit existing student information or add new students.
- **Print Student Information Card:** Allows you to print student information cards with login information of the selected class.
- **Message:** Allows you to send an email to the students of the selected class.
A. Manage Classes

The three tabs along the top allow you to view your Classes, Students 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 Students tab is selected, you can choose to view Classes or Assignments associated with the chosen student. When the Assignment tab is selected you can choose either tab on the right to view the Classes or Students who have been assigned a selected assignment. The data in each column can be sorted alphabetically or numerically by clicking on the arrow icon in each header.

1. Add Class
Click on the Add Class icon to enter your new class information. Click on Save to save class information entered.

2. Delete Class
To delete a class, first click on a class name to select it, and then click the Delete icon across the top.

Note: This is a permanent delete and all of the class information will be erased.

3. Edit Class
To edit a class, first click on a class name to select it, and then click the Edit icon across the top. After editing the class information, click Save.

4. Add/Edit Student
To view all of your students in a class, click to select the class and then click on the Add/Edit student icon. You may then edit existing student information or add new student information to the class by clicking on the Add button along the bottom of the screen. Be sure to click on the Save button after making any changes. To delete a student, simply click on the student’s name to highlight it and click on the Delete button.

You may also import a student roster in .CSV delimited format by clicking on the search icon next to the Import field. Be sure that your student roster has the following 5 fields: first name, last name, username, password and email. You may start with a Microsoft Excel file and then save it as a .CSV delimited file format.

5. Add To Class
To add an existing student to a class, first click on a class name to select it, and then click on the Add to Class icon to display your list of students. Click on the check boxes to add one or more students to the class selected, and then click on the Add button to save your selection.
6. Print Student Information Card
To print student information cards with each student’s login information from a specific class, select a class and then click on the Print Student List icon along the top. A pdf will be created with information cutouts for each student.

7. Message Students
To send a message to all the students in a class, click to select a class, and then click on the Message icon. Type your message in the pop up screen, and then press Send.

B. Manage Students
The Students tab allows you to manage the students in your classes. With a premium subscription, you have the option to create up to 150 individual student accounts. When the Students tab is selected, you can choose to view Classes or Assignments associated with the chosen student.

<table>
<thead>
<tr>
<th>Key Icons and Symbols for Manage Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New:</strong> Allows you to create a new student.</td>
</tr>
<tr>
<td><strong>Delete:</strong> Allows you to delete a selected student.</td>
</tr>
<tr>
<td><strong>Edit:</strong> Allows you to edit information of the selected student.</td>
</tr>
<tr>
<td><strong>Add:</strong> Allows you to add students to selected classes.</td>
</tr>
</tbody>
</table>
1. Add New Student
Click on the Add New Student icon to enter your new student information. Click on Save to save the student information entered.

2. Delete Student
To delete a student, click to select a student’s name and then press on the Delete icon across the top.
Note: This is a permanent delete and all of the student information will be erased.

3. Edit Student
To edit a student’s information, click to select a student’s name and then press on the Edit icon across the top to display the edit screen. Click on Save to save any changes made to the student information.

4. Add Student to Class(es)
Click to select a student's name, and then click on the Add icon to display a screen with a list of classes. Click on the check boxes to add the chosen student to those classes. Click on the Add button to save your selection.
A student can be removed from a class by clicking the main Classes section button on the left, and then the Students tab on the right. Then, select a class and click on the delete icon on the right side of the table.
C. Manage Assignments

When the **Assignment** tab is selected, you can choose either tab on the right to view which **Classes** or **Students** have been assigned a selected assignment.

<table>
<thead>
<tr>
<th><strong>Key Icons and Symbols for Assignments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Assignments: This icon allows you to assign the selected activity to one or more classes or individual students.</td>
</tr>
</tbody>
</table>

1. Manage Assignments

To manage your assignments, click on an assignment to select it, and then click on the **Manage Assignments** icon to display your assignments. Click on a check box next to a class name to select it, and then enter the requested information. Select activities can be assigned as a quiz, flash cards, game or worksheet which you can select from the drop down menu next to each class.

To permanently delete an assignment, click on the delete icon next to a selected assignment.

Any assignment can be designated as a lecture for a selected class as well, by clicking on the check box under the “lecture” column.

You may also assign the selected assignment to individual students by clicking on **Assign to Students** link at the top and entering the requested information.

D. Proficiency Assessment

This link provides you with direct access to creating a proficiency exam as outlined in the Getting Started section. (See page 12 for detailed directions.)
E. Calendar
The calendar displays your assignments as well as your lectures for the selected classes by **day, week or month**. The **student assignments** are colored **green**, while the lectures are **blue**.

i. To view the calendar for one or more classes, simply click on the drop-down menu labeled classes and click on the check boxes to select your classes.

ii. Click on **Check all** to view all of the class assignments on one calendar or click on **Uncheck all** to deselect them.

iii. Click on **Day, Week** or **Month** at the top to change calendar views.

iv. Roll over an assignment to view the action items which include the following action items:

   - **View**
   - **Edit**
   - **Delete**
   - **Assign**

F. In-Class Lectures
You may save any student assignment or create a custom one to use as a lecture/presentation in your class. This screen, similar to your student assignment calendar, allows you to view your saved lectures for a selected class for the day, week or an entire month.

### Key Icons and Symbols for In-Class Lectures

- **Play**: This icon allows you to play/view your lecture.
- **Delete**: This icon allows you to delete a selected lecture.
- **Assign**: This icon displays a screen where you modify the assigned dates of your lecture.
1. Select one of your classes from the drop down menu to view your saved lectures for a chosen Day, Week or Month. You can select a date by clicking on the forward and backwards arrows on the top right.

2. Roll over each lecture to reveal the following action items:

   a. **Play** - Click on the Play icon to view the lecture or display it on an interactive whiteboard in your classroom

   b. **Delete** - Click on the delete icon to delete the lecture from your lecture calendar.

   c. **Assign** - Click on the assign icon to display a screen where you modify the assigned dates of your lecture.

   d. **Play All** - Click to display/view all of your lectures for this date sequentially.

**VIII. GRADEBOOK**

You can choose to look up grades for the entire class as a whole, or for individual students.

**A. Class Gradebook**

Select **Class Gradebook** to view grades for the entire class.

1. Select **Class Gradebook** from the main menu on the left to display a menu of options.

2. Select a **Class** and **Topics** from the drop down menus.

3. Enter a target score and click on the **Graph** button to display graphs of the overall class scores and usage, as well as class grades and usage by subject. The two tables along the bottom of the page display class usage and score by assignment, as well as by skill topic or curriculum standard.

4. You can manage any of the assignments by first selecting an assignment and then clicking on the **Assignment** icon below the assignment table.

**B. Student Gradebook**

Select **Student Gradebook** to view grades for individual students.

1. Select **Student Gradebook** from the main menu on the left to display a menu of options.

2. Select a **Class**, **Student** and **Topics** from the drop down menus.
3. Enter a target score and click on the **Graph** button to display graphs of the overall scores and usage, as well as grades and usage by subject for the selected student. The two tables along the bottom of the page display student usage and score by assignment, as well as by skill topic or curriculum standard.

4. You can manage any of the assignments by first selecting an assignment to highlight it and then clicking on the **Assignment** icon.

### IX. NEWPATH CURRICULUM

The NewPath curriculum is organized by subject and grade. To view all of the curriculum content that is available to you, simply select a **subject** and click on a **grade**.

![Example of curriculum content available for 9th grade science.](image)

Alternatively, from the menu on the left, you may first select an activity type and then a subject and grade.
A. Multimedia Lessons

Access a comprehensive collection of complete science multimedia lessons and activities. Designed for multisensory learning, multimedia lessons are the perfect resource for interactive whiteboards or individual student instruction!

### Key Icons and Symbols for Multimedia Lessons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="icon" alt="View" /></td>
<td>View: Plays the selected activity.</td>
</tr>
<tr>
<td><img src="icon" alt="Edit" /></td>
<td>Edit: Allows you to edit the selected activity.</td>
</tr>
<tr>
<td><img src="icon" alt="Assign" /></td>
<td>Assign: Displays a screen that allows you to assign the activity or lesson to a specific class.</td>
</tr>
<tr>
<td><img src="icon" alt="Save" /></td>
<td>Save: Allows you to save the selected activity in My Curriculum.</td>
</tr>
<tr>
<td><img src="icon" alt="Link" /></td>
<td>Link: Displays a web link which you can copy and paste in an Instant Message, email, webpage and send it to a colleague to preview.</td>
</tr>
<tr>
<td><img src="icon" alt="Index" /></td>
<td>Index: Displays the table of contents for the multimedia lesson.</td>
</tr>
</tbody>
</table>

1. **Using NewPath’s Multimedia Lessons**
   a) Click on the blue subject header to display the comprehensive list of lessons for each discipline: Life Science/Biology, Human Body, Earth Science, and Physical Science.
   b) As you roll over each lesson, a list of action icons are shown at the bottom of the lesson image. These buttons allow you to **play**, **edit**, **assign** and **save** the lesson, or send a **link** to your colleagues to preview.
   c) To create a new, customized multimedia lesson, click on the **Build-A-Lesson** button. For detailed information on how to build a customized lesson refer to page 54.

2. **Viewing Lessons in NewPath’s Multimedia Lesson Player**

   If you click on the View icon for a lesson, the Multimedia Lesson Player will open and begin playing the selected lesson. NewPath’s Multimedia Lesson Player is designed to play a variety of learning objects available on NewPath’s online website. Learning objects range from complete multimedia lessons, to vocabulary, quizzes, games, media files and many others. The best part of using NewPath’s Multimedia Lesson Player is that all you need to do is point to the multimedia lesson title, click and play.
Key Icons and Symbols for Multimedia Lesson Player

Open/Close Tray: Opens the Read Along text box along the bottom. A similar icon along the left side of the screen, opens up to display the listing of the pages/items contained in each section.

Grid: Displays a thumbnail view of each page/item within a section.

List: Displays the pages/items within a section in a list form.

Print: Allows you to print what is displayed on the screen.

Auto Play: Appears when the Lesson tab is selected. When Auto Play is ON, the lesson will play continuously without stopping at the end of each page.

Sound: Allows you to adjust the sound volume.

Player Controls Along the Bottom of the Screen

Play: Allows you to play the page/item that is displayed.

Pause: Allows you to pause the audio and animation on the page that is playing.

Next Page: Allows you to proceed to the next page or to the next section if you are on the last page of a section.

Previous Page: Allows you to go back to the previous page within the section you are in.
a) Multimedia Lesson Sections (tabs along the top)

i. Lesson Presentation
To navigate the Lesson Presentation, simply click on the Lesson Section number you want from the selector on the left side. You can also click on the Open Tray icon on the sidebar to see a list of the pages in each lesson section. Move through the section by using the player control bar at the bottom of the screen. When the Auto play button is ON, the entire section will play on its own. When Auto play is OFF, move forward one frame at a time using the Next Page button (small arrow pointing right). Click on the Read Along Open/Close Tray icon to view the read-along text corresponding to each frame.

ii. Interactives
To navigate this section, you can click on the Open Tray icon on the sidebar to see a list of activities. Simply select the activity you want from the list. You can also just move through the activities sequentially by clicking the Next Page button (small arrow pointing right) on the player control bar at the bottom of the screen.

iii. Visual Resources
A list of visual resources is shown on the left sidebar if the Open Tray icon on the side is activated. Click and drag an image onto the screen workspace. You may display more than one image in the workspace. An image can be moved about the screen by clicking on the bar along the top of the image and dragging it. Click on the X button on the upper right corner of the image to delete it. Click and drag the resize icon on the right bottom corner of the image to scale it. Utilize the whiteboard tools (icon on the upper right corner of the screen) to add your own graphics and text.

iv. Vocabulary
A list of vocabulary terms is shown on the left sidebar if the Open Tray icon on the side is activated. Click on each vocabulary term to display an illustrated view of the term. Click on the Read Along Open Tray icon to read the term definition. Click on the sound icon to listen to the pronunciation and definition of a term.

v. Assessment
Quiz: Questions are graded at the end of the assessment.
Flash Cards: Provides instant feedback for each answer chosen.
Team Play: Graded test in which there are multiple competing teams. Each team is given one question at a time. Each team receives a grade at the end of the challenge.

b) Lesson Resources – Side Tabs (on the right side of the screen)
The side tabs slide out when you click on them. Click the tab again when you are ready to close it.

Resources – Provides links to study guides and other lesson resources which can be printed.
Objectives – Lists the lesson objectives for students and provides notes for teachers.
Standards – Provides a correlation of the lesson to the curriculum standards.
Help – Provides helpful hints and directions on using NewPath’s Multimedia Player.

c) Whiteboard Drawing Tools (icon in the upper right)
You may use the whiteboard tools (in any section that the tools icon appears) to add graphics and text. The tool bar graphics will overlay the frame, however, and may interfere with mouse interactions until the tool bar is hidden.

To show or hide the popup tool bar, click on the whiteboard tools icon on the top right of the screen. If you want to delete all of the items you created with the tools, click on the pages icon with the X on it. You can move the tool bar anywhere on the screen by clicking and dragging it.
i. **Selection tool**  
Selects a shape or area of the whiteboard. When this button is activated, you can click a shape to select it, or you can drag the mouse to create a selection rectangle that selects all the shapes within the rectangle. The selection rectangle has eight control points for resizing the selected shape or shapes. Shift-drag a corner control point to maintain the aspect ratio when you resize. Select and drag a shape to move it. To add a shape to the selection, shift-click the shape. If you want to delete a selected shape or area, click on the Delete tool (eraser) or use your backspace/delete key on your keyboard.

ii. **Arrow tool**  
Creates an arrow, which is useful for adding pointers when you want to label an image. You can customize the arrow’s color, thickness, and opacity by using the tools along the top of the toolbar.

iii. **Highlighter tool** (click on pencil to activate)  
Creates a free-form thick marker line. You can customize stroke color and stroke weight by using the color picker and stroke weight popup menu along the top of the toolbar.

iv. **Box tool**  
Creates a box or rectangle shape. You can customize the shape’s color, thickness, and opacity by using the tools along the top of the toolbar. If you want to type text in the box, use the text tool.

v. **Text tool**  
Creates a floating multiline text field. You can customize fill color, font face, and font size by using the color picker, font popup menu, and font size popup menu. Drag to create a text area where you can type. Hint: If you are trying to fit your text within a drawn shape, you may have to hit return/enter while typing the text to control the boundaries of your text box.

vi. **Shapes tool**  
Click on the shapes tool and then select a shape from the popup menu. Click and drag in the workspace to draw and expand the shape. Use the options in the top popup menu to customize a shape’s appearance.

vii. **Undo**  
Undos the previous action. You can undo the following actions: drawing a shape, moving a shape, resizing a shape, clearing the whiteboard, and changing a shape’s property. There is no limit to the number of times that you can perform this operation in the lesson.

viii. **Redo**  
Repeats the previous action.

ix. **Delete Selected**  
Deletes items selected with the Selection tool.
B. Quizzes

Access over 35,000 standards-based illustrated questions organized by grade, subject, topic and curriculum standards. Each subject and grade selected covers 25 key topics aligned to curriculum standards. Each topic consists of at least 30 questions for a total of 750 questions for a given grade and subject.

Key Icons and Symbols for Quizzes

- **View**: Plays the selected activity.
- **New**: Allows you to create a new custom activity.
- **Edit**: Allows you to edit the selected activity.
- **Assign**: Displays a screen with your classes to assign the selected activity or lesson.
- **Save**: Allows you to save the selected activity in *My Curriculum*.
- **Link**: Displays a web link which you can copy and paste on an Instant Message, email, or webpage, and send it to a colleague to preview.
- **Shop**: Links to NewPath’s online store.
- **Print**: Creates a pdf of the questions from the selected topic.
- **Tools**: Allows you to customize the printing of the questions from the selected topic.

1. Viewing a NewPath Readymade Quiz

Over 1,000 ready-to-use quizzes are available for *math*, *science*, *English language arts* and *social studies* organized by grade and topic for grades 1-10. Additionally, ready-to-use quizzes are available for high school level *earth science*, *biology*, *chemistry* and *physics*.

To view a list of the quiz topics, simply select a **subject** and click on a **grade**. A minimum of 25 quiz topics are available for each grade and subject. Each quiz consists of 30 questions. To **view** a quiz, simply click on a quiz topic to highlight it and then click on the **view icon**.

The selected quiz can also be edited, assigned, saved, printed or sent as a link to a colleague to preview by clicking on the appropriate icon on the action bar across the top. The **tools icon** allows you to customize the printing of the questions from the selected topic.
2. Create a Custom Quiz

You can create a custom quiz by selecting any question from NewPath’s library of over 35,000 questions, sorted by subject, grade level, topic and curriculum standard. You can even combine them with questions which you author using the built-in templates.

a) Select Quizzes under NEWPATH CURRICULUM on the left sidebar main menu. Click on the Create a Custom Quiz button.

b) Choose NewPath’s questions from the drop down menus above. Select your subject(s), grade(s) then your topic(s).

c) Once you have selected a subject and grade, you have the option to select questions that correlate to your specific state and national educational standards. Follow these steps:
   • Change the NewPath Topics drop down menu (on the right side of your screen) to Standards.
   • A new drop down menu will appear that contains a list of each state and the name of their standards. Select your state.
   • A scrollable menu for your state’s standards will appear. Highlight the specific standard you are interested in.
   • A more descriptive breakdown of the standard selected and related topics will appear. Click on the underlined topics you are interested in and the correlated questions will appear in the quizzes workspace.

d) Click on a quiz question image to see a popup window with an enlarged view. Click on the background screen to close the popup.

e) To select questions for your custom quiz, roll over the question and then click the plus icon along the bottom. You may also choose questions randomly from your selected topics by clicking on the Choose Random Questions button at the top right. The questions that you select will appear in the left column.

f) To author your own questions click on the Author New Question button at the top right.
g) Choose a question template and type your question and answer choices. Use the edit tools to change the font size and format, among other styles. To select the correct answer, click on the check box next to the answer choice. For more information on using the question authoring template refer to page 29.

h) To provide an explanation to the answer, click on the smart feedback button.

i) Select templates allow you to include an image with the question. Click on the Image icon to display the media selection menu.

i. Select the media source from the drop down menu, which includes NPL, My Media, File, the Web or Flikr.

ii. Type the name or key word of an image in the search field and click on the search icon.

iii. To select an image, click on the plus icon along the bottom of the image. Alternatively, you can first click on an image to see an enlarged view, and then click on the Select button.

iv. To insert the selected image in your question, click on the Add button.

j) Click on the Save question button to save the new question to your list.

Note: To preview the question before saving it to your question list, click on the preview icon, located on the edit tool bar.
You may continue to author additional questions with the selected template or select a different question template by clicking on the Back to Question Templates button.

Roll over each question you’ve added to your custom list in the left column to reveal the following action buttons: Edit, Delete, Points, Up and Down. With these action buttons, you may choose to edit a question, delete it, assign a point value for each question or move a question up or down on your custom list.

Once you’ve chosen the questions for your custom quiz, enter a file name and click on Save to add the custom quiz to My Curriculum.

Note: You can select which folder to save your custom quiz by clicking to highlight a folder, or right click and choose from the drop down menu to create a new folder, rename or delete the chosen folder.

Alternatively, you may choose to save it and then assign it to your students or classes by clicking on the Save & Assign button.

The two check boxes above your selected question list, allow you the choice to display point values for each question and to randomize questions in your list.

You can preview your custom question list by clicking on the play icon. You can also print your question list by clicking on the print button. And you may click on the tools icon to select a print template.

3. Question Authoring Templates

a) Multiple Choice – Answer Choices with Images

i. This template allows you to author multiple choice questions with images as your answer choices. Start by typing your question in the top field.

ii. Click on each image block to display the image selection screen. The image you select will be placed in that image block.

iii. You may also add an explanation to the answer by clicking on the smart feedback icon. You may use the edit tools to change the font size and format, among other styles. Roll your cursor over each icon to reveal its function.

iv. Continue to add an image for the rest of the answer choices.

   Note: Your question must include a minimum of 2 answer choices.

v. To select a correct answer to the question, click on the check box next to the answer choice.
vi. To preview your authored question click on the preview icon located on the edit tool bar.

vii. Click on the Save Question button to save the new question to your list. You may continue to author additional questions with the selected template or choose a different question template by clicking on the Back to Question Templates button.

b) Multiple Choice – without Images

i. This template allows you to author multiple choice questions without images. Start by typing your question in the top field.

ii. Type your answer choices.
   
   Note: Your question must include a minimum of 2 answer choices.

iii. As an option, you can include an explanation to the answer by clicking on the smart feedback icon. You may use the edit tools to change the font size and format, among other styles. Roll your cursor over each icon to reveal its function.

iv. To select a correct answer to the question, click on the check box next to the answer choice.

v. To preview your authored question click on the preview icon located on the edit tool bar.

vi. Click on the Save Question button to save the new question to your list. You may continue to author additional questions with the selected template or choose a different question template by clicking on the Back to Question Templates button.
c) Multiple Choice – with an Image

i. This template allows you to author **multiple choice questions with images**. Start by typing your question in the top field.

ii. Click on the image block to display the image selection screen. The image you select will be placed in that image block.

iii. Type your answer choices. **Note:** Your question must include a minimum of 2 answer choices.

iv. As an option, you can include an explanation to the answer by clicking on the **smart feedback** icon. You may use the **edit tools** to change the font size and format, among other styles. Roll your cursor over each icon to reveal its function.

v. To select a correct answer to the question, click on the check box next to the answer choice.

vi. To preview your authored question click on the **preview icon** located on the **edit tool** bar.

vii. Click on the **Save Question** button to save the new question to your list. You may continue to author additional questions with the selected template or choose a different question template by clicking on the **Back to Question Templates** button.
d) True-False with Image

i. This template allows you to author **true-false questions with images**. Start by typing your question in the top field.

ii. Click on the image block to display the image selection screen. The image you select will be placed in that image block.

iii. You may type your answer choices or leave them as True/False.

iv. As an option, you can include an explanation to the answer by clicking on the **smart feedback** icon. You may use the **edit tools** to change the font size and format, among other styles. Roll your cursor over each icon to reveal its function.

v. To select a correct answer to the question, click on the check box next to the answer choice.

vi. To preview your authored question click on the **preview icon** located on the **edit tool** bar.

vii. Click on the **Save Question** button to save the new question to your list. You may continue to author additional questions with the selected template or choose a different question template by clicking on the **Back to Question Templates** button.
e) True-False without Image

i. This template allows you to **author true-false questions without images**. Start by typing your question in the top field.

ii. You may type your answer choices or leave them as True/False.

iii. As an option, you can include an explanation to the answer by clicking on the **smart feedback** icon. You may use the **edit tools** to change the font size and format, among other styles. Roll your cursor over each icon to reveal its function.

iv. To select a correct answer to the question, click on the check box next to the answer choice.

v. To preview your authored question click on the **preview** icon located on the **edit tool** bar.

vi. Click on the **Save Question** button to save the new question to your list. You may continue to author additional questions with the selected template or choose a different question template by clicking on the **Back to Question Templates** button.
f) Image Labeling

i. This template allows you to author image labeling questions. Click on the image block to display the image selection screen. The image you select will be placed in that image block.

ii. Type your answer choices which correspond to structures or locations on the image. 
   **Note:** Your question must include a minimum of 2 answer choices.

iii. To match an answer choice to a spot on the image, roll the cursor over a term to reveal a red block which you can drag and drop it anywhere on the image. Repeat process for the remaining answer choices.

iv. As an option, you can include an explanation to the answer by clicking on the smart feedback icon. You may use the edit tools to change the font size and format, among other styles. Roll your cursor over each icon to reveal its function.

v. To preview your authored question click on the preview icon located on the edit tool bar.

vi. Click on the Save Question button to save the new question to your list. You may continue to author additional questions with the selected template or choose a different question template by clicking on the Back to Question Templates button.
i. This template allows you to author **term-definition questions**. Start by typing your question in the top field.

ii. Type the terms and corresponding definitions.

   **Note:** A minimum of 2 terms and 2 corresponding definitions must be entered. The extra term without a corresponding definition is a distractor.

iii. As an option, you can include an explanation to the answer by clicking on the **smart feedback** icon. You may use the **edit tools** to change the font size and format, among other styles. Roll your cursor over each icon to reveal its function.

iv. To preview your authored question click on the **preview** icon located on the **edit tool** bar.

v. Click on the **Save Question** button to save the new question to your list. You may continue to author additional questions with the selected template or choose a different question template by clicking on the **Back to Question Templates** button.
C. Flash Cards

Access over 35,000 standards-based illustrated flash cards organized by grade, subject, topic and curriculum standards. Each subject and grade selected covers 25 key topics aligned to curriculum standards. Each topic consists of at least 30 questions for a total of 750 questions for a given grade and subject.

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Key Icons and Symbols for Flash Cards

- **View**: Plays the selected activity.
- **New**: Allows you to create a new custom activity.
- **Edit**: Allows you to edit the selected activity.
- **Assign**: Displays a screen with your classes to assign the selected activity or lesson.
- **Save**: Allows you to save the selected activity in **My Curriculum**.
- **Link**: Displays a web link which you can copy and paste in an Instant Message, email, or webpage, and send it to a colleague to preview.
- **Shop**: Links to NewPath’s online store.
- **Print**: Creates a pdf of the questions from the selected topic.
- **Tools**: Allows you to customize the printing of the questions from the selected topic.
1. **Viewing NewPath Readymade Flash Cards**

Over 1,000 ready-to-use flash card sets are available for **math**, **science**, **English language arts** and **social studies** organized by grade and topic for grades 1-10. Additionally, ready-to-use flash card sets are available for high school level **earth science**, **biology**, **chemistry** and **physics**.

To view a list of the flash card topics, simply select a **subject** and click on a **grade**. A minimum of 25 flash card topics are available for each grade and subject. Each flash card set consists of 30 questions. To **view** a flash card set, simply click on a topic to highlight it and then click on the **view icon**.

The selected flash card set can also be **edited**, **assigned**, **saved**, **printed** or sent as a **link** to a colleague to preview by clicking on the appropriate icon on the action bar across the top. The **tools icon** allows you to customize the printing of the questions from the selected topic.

2. **Create Custom Flash Cards**

You can create custom flash cards 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 flash cards which you author using the built-in templates.

a) Select **Flash Cards** under **NEWPATH CURRICULUM** on the left sidebar main menu. Click on the **Create Custom Flash Cards** button.

b) Choose NewPath's questions from the drop down menus above. Select your **subject(s)**, **grade(s)** then your **topic(s)**.

c) Once you have selected a subject and grade, you have the option to select questions that **correlate to your specific state and national educational standards**. Follow these steps:

   - **Change the NewPath Topics drop down menu** (on the right side of your screen) to **Standards**.
   
   - A new drop down menu will appear that contains a list of each state and the name of their standards. Select your state.
   
   - A scrollable menu for your state's standards will appear. Highlight the specific standard you are interested in.
• A more descriptive breakdown of the standard selected and related topics will appear. Click on the underlined topics you are interested in and the correlated questions will appear in the flash cards workspace.

d) Click on a question image to see a popup window with an enlarged view. Click on the background screen to close the popup.

e) To select questions for your custom flash cards, roll over the question and then click the plus icon along the bottom. You may also choose questions randomly from your selected topics by clicking on the Choose Random Questions button at the top right. The questions that you select will appear in the left column.

f) To author your own questions click on the Author New Question button at the top right.

g) Choose a question template and type your question and answer choices. Use the edit tools to change the font size and format, among other styles. To select the correct answer, click on the check box next to the answer choice.

   Note: For more information on using the Questions authoring templates refer to page 29.

h) To provide an explanation to the answer, click on the smart feedback button.

i) Select templates allow you to include an image with the question. Click on the Image icon to display the media selection menu.

   i. Select the media source from the drop down menu, which includes NPL, My Media, File, the Web or Flikr.

   ii. Type the name or key word of an image in the search field and click on the search icon.

   iii. To select an image, click on the plus icon along the bottom of the image. Alternatively, you can first click on an image for an enlarged view, and then click on the Select button.

   iv. To insert the selected image in your question, click on the Add button.

j) Click on the Save question button to save the new question to your list.

   Note: To preview the question before saving it to your question list, click on the preview icon, located on the edit tool bar.

k) You may continue to author additional questions with the selected template or choose to select a different question template by clicking on the Back to Question Templates button.

l) Roll over each question you’ve added to your custom list in the left column to reveal the following action buttons: Edit, Delete, Points, Up and Down. With these action buttons, you may choose to edit a question, delete it, assign a point value for each question or move a question up or down on your custom list.

m) Once you’ve chosen the questions for your custom flash cards set, enter a file name and click on Save to add the custom flash cards set to My Curriculum.

   Note: You can select which folder to save your custom quiz by clicking to highlight a folder or right click and choose from the drop down menu to create a new folder, rename or delete the chosen folder.

   Alternatively, you may choose to save it and then assign it to your students or classes by clicking on the Save & Assign button.

n) The two check boxes above your selected question list, allow you the choice to display point values for each question and to randomize questions in your list.

   You can preview your custom question list by clicking on the play icon. You can also print your question list by clicking on the print button. And you may click on the tools icon to select a print template.
D. Worksheets
Access over 35,000 standards-based illustrated questions to create, save and print customized color worksheets. Each subject and grade selected covers 25 key topics aligned to curriculum standards. Each topic consists of at least 30 questions for a total of 750 questions for a given grade and subject.

Key Icons and Symbols for Worksheets

- **View**: Plays the selected activity.
- **New**: Allows you to create a new custom activity.
- **Edit**: Allows you to edit the selected activity.
- **Assign**: Displays a screen with your classes to assign the selected activity or lesson.
- **Save**: Allows you to save the selected activity in **My Curriculum**.
- **Link**: Displays a web link which you can copy and paste on an Instant Message, email, or webpage, and send it to a colleague to preview.
- **Shop**: Links to NewPath’s online store.
- **Print**: Creates a pdf of the questions from the selected topic.
- **Tools**: Allows you to customize the printing of the questions from the selected topic.

1. Printing NewPath Readymade Worksheets
   Over 1,000 ready-to-use worksheets are available for math, science, English language arts and social studies organized by grade and topic for grades 1-10. Additionally, ready-to-use worksheets are available for high school level earth science, biology, chemistry and physics.
To view a list of the worksheet topics, simply select a subject and click on a grade. A minimum of 25 topics are available for each grade and subject. Each worksheet consists of 30 questions. To view and print a worksheet, simply click on a topic to highlight it and then click on the view icon.

The selected worksheet can also be edited, assigned, saved, printed or sent as a link to a colleague to preview by clicking on the appropriate icon on the action bar across the top.

The tools icon allows you to customize the printing of the questions from the selected topic.

2. Create a Custom Worksheet
You can create a custom worksheet 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 built-in templates.

a) Select Worksheets under NEWPATH CURRICULUM on the left sidebar main menu. Click on the Create a Custom Worksheet button.

b) Choose NewPath’s questions from the drop down menus above. Select your subject(s), grade(s) then your topic(s).

c) Once you have selected a subject and grade, you have the option to select questions that correlate to your specific state and national educational standards. Follow these steps:
   - Change the NewPath Topics drop down menu (on the right side of your screen) to Standards.
• A new drop down menu will appear that contains a list of each state and the name of their standards. Select your state.
• A scrollable menu for your state’s standards will appear. Highlight the specific standard you are interested in.
• A more descriptive breakdown of the standard selected and related topics will appear. Click on the underlined topics you are interested in and the correlated questions will appear in the worksheet questions workspace.

d) Click on a question image to see a popup window with an enlarged view. Click on the background screen to close the popup.

e) To select questions for your custom worksheet, roll over the question and then click the plus icon along the bottom. You may also choose questions randomly from your selected topics by clicking on the Choose Random Questions button at the top right. The questions that you select will appear in the left column.

f) To author your own questions click on the Author New Question button at the top right.

g) Choose a question template and type your question and answer choices. Use the edit tools to change the font size and format, among other styles. To select the correct answer, click on the check box next to the answer choice.

Note: For more information on using the Questions authoring templates refer to page 29.

h) To provide an explanation to the answer, click on the smart feedback button.

i) Select templates allow you to include an image with the question. Click on the Image icon to display the media selection menu.

   i. Select the media source from the drop down menu, which includes NPL, My Media, File, the Web or Flikr.

   ii. Type the name or key word of an image in the search field and click on the search icon.

   iii. To select an image click on the plus icon along the bottom of the image. Alternatively, you first click on an image for a full view and then click on the Select button.

   iv. To insert the selected image in your question, click on the Add button.

j) Click on the Save question button to save the new question to your list.

Note: To preview the question before saving it to your question list, click on the preview icon, located on the edit tool bar.

k) You may continue to author additional questions with the selected template or choose to select a different question template by clicking on the Back to Question Templates button.

l) Roll over each question you’ve added to your custom list in the left column to reveal the following action buttons: Edit, Delete, Points, Up and Down. With these action buttons, you may choose to edit a question, delete it, assign a point value for each question or move a question up or down on your custom list.

m) Once you’ve chosen the questions for your custom worksheet, enter a file name and click on Save to add the custom worksheet to My Curriculum.

Note: You can select which folder to save your custom quiz by clicking to highlight a folder or right click and choose from the drop down menu to create a new folder, rename or delete the chosen folder.

Alternatively, you may choose to save it and then assign it to your students or classes by clicking on the Save & Assign button.

n) The two check boxes above your selected question list, allow you the choice to display point values for each question and to randomize questions in your list.

o) You can preview your custom question list by clicking on the play icon. You can also print your question list by clicking on the print button. And you may click on the tools icon to select a print template.
E. Games

Play a variety of knowledge-based board games using NewPath’s illustrated question sets organized by grade, subject, topic and curriculum standards. Each subject and grade selected covers 25 key topics aligned to curriculum standards. Each topic consists of at least 30 questions for a total of 750 questions for a given grade and subject.

Key Icons and Symbols for Games

- **View:** Plays the selected activity.
- **New:** Allows you to create a new custom activity.
- **Edit:** Allows you to edit the selected activity.
- **Assign:** Displays a screen with your classes to assign the selected activity or lesson.
- **Save:** Allows you to save the selected activity in My Curriculum.
- **Link:** Displays a web link which you can copy and paste on an Instant Message, email, or webpage, and send it to a colleague to preview.
- **Shop:** Links to NewPath’s online store.
- **Tools:** Allows you to customize the printing of the questions from the selected topic.

1. Playing a Game

Over 1000 ready-to-use game question sets are available for **math, science, English language arts** and **social studies** organized by grade and topic for grades 1-10. Additionally, ready-to-use question sets are available for high school level **earth science, biology, chemistry** and **physics**.

To view a list of the game topics, simply select a **subject** and click on a **grade**. A minimum of 25 topics are available for each grade and subject. Each game question set consists of 30 questions. To play a game, simply click on a topic to highlight it and then click on the **view icon**.
The selected game question set can also be edited, assigned, saved, printed or sent as a link to a colleague to preview by clicking on the appropriate icon on the action bar across the top. The tools icon allows you to customize the printing of the questions from the selected topic.

a) Once you’ve selected a question set, you’ll need to select the number of players and enter the names of each player.

b) Select a game board of your choice by clicking on next or back to preview them all one at a time. Press the Continue button to proceed to the game screen.

c) Press the Start button and then roll the die by clicking on it. The game piece will then move that number of spaces on the board. The number in the space is the number of points received for correct answers.

d) A question is then shown which must be answered by clicking on one of the letter choices. If the question is answered correctly, the player receives the points from the space they landed on.

e) Play then proceeds to the next player. Play continues until all players have reached FINISH.

Note: Special spaces: If a player lands on a ROLL AGAIN space, the die is rolled again. If a player lands on a MOVE AHEAD space, that player automatically moves ahead the number of spaces indicated.
2. Create a Custom Game Set

You can create a custom game question set 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 built-in templates.

a) Select Games under NEWPATH CURRICULUM on the left sidebar main menu. Click on the Create a Custom Game button.

b) Choose NewPath’s questions from the drop down menus above. Select your subject(s), grade(s) then your topic(s).

c) Once you have selected a subject and grade, you have the option to select questions that correlate to your specific state and national educational standards. Follow these steps:
   • Change the NewPath Topics drop down menu (on the right side of your screen) to Standards.
   • A new drop down menu will appear that contains a list of each state and the name of their standards. Select your state.
   • A scrollable menu for your state’s standards will appear. Highlight the specific standard you are interested in.
   • A more descriptive breakdown of the standard selected and related topics will appear. Click on the underlined topics you are interested in and the correlated questions will appear in the game question workspace.

d) Click on a question image to see a popup window with an enlarged view. Click on the background screen to close the popup.

e) To select questions for your custom game, roll over the question and then click the plus icon along the bottom. You may also choose questions randomly from your selected topics by clicking on the Choose Random Questions button at the top right. The questions that you select will appear in the left column.

f) To author your own questions click on the Author New Question button at the top right.
   Note: Only multiple choice and true-false questions can be used with the game. Image labeling and term-definition question types can not be used to play a game.

g) Choose a question template and type your question and answer choices. Use the edit tools to change the font size and format, among other styles. To select the correct answer, click on the check box next to the answer choice.
   Note: For more information on using the Questions Authoring Templates refer to page 29.

h) To provide an explanation to the answer, click on the smart feedback button.

i) Select templates allow you to include an image with the question. Click on the Image icon to display the media selection menu.
   i. Select the media source from the drop down menu, which includes NPL, My Media, File, the Web or Flikr.
   ii. Type the name or key word of an image in the search field and click on the search icon.
   iii. To select an image, click on the plus icon along the bottom of the image. Alternatively, you can first click on an image for an enlarged view and then click on the Select button.
   iv. To insert the selected image in your question, click on the Add button.

j) Click on the Save question button to save the new question to your list.
Note: To preview the question before saving it to your question list, click on the preview icon, located on the edit tool bar.

k) You may continue to author additional questions with the selected template or choose to select a different question template by clicking on the Back to Question Templates button.

l) Roll over each question you’ve added to your custom list in the left column to reveal the following action buttons: Edit, Delete, Points, Up and Down. With these action buttons, you may choose to edit a question, delete it, assign a point value for each question or move a question up or down on your custom list.

m) Once you’ve chosen the questions for your custom game question set, enter a file name and click on Save to add the custom game question set to My Curriculum.

Note: You can select which folder to save your custom quiz by clicking to highlight a folder, or right click and choose from the drop down menu to create a new folder, rename or delete the chosen folder.

Alternatively, you may choose to save it and then assign it to your students or classes by clicking on the Save & Assign button.

n) The two check boxes above your selected question list, allow you the choice to display point values for each question and to randomize questions in your list.

o) You can preview your custom question list by clicking on the play icon. You can also print your question list by clicking on the print button. And you may click on the tools icon to select a print template.

F. Interacts

Access a variety of interactive math and science activities to engage students in inquiry-based learning.

1. Click on the subject header to display the comprehensive list of interativas for each discipline: Math, Life Science/Biology, The Human Body, Earth Science, and Physical Science.

2. As you roll over each title, a list of action buttons are shown along the bottom. These buttons allow you to Play, Assign, or Save an interactive, or send a Link to your colleagues to preview.

G. Virtual Labs

Access dozens of key science virtual laboratory investigations to perform experiments and simulations, collect data and draw conclusions.

1. Click on the subject header to display the comprehensive list of virtual labs for each discipline: Life Science/Biology, The Human Body, Earth Science and Physical Science.

2. As you roll over each title, a list of action buttons are shown along the bottom. These buttons allow you to Play, Assign, or Save a virtual lab, or send a Link to your colleagues to preview.
H. Study Guides
Access thousands of illustrated study guides organized by grade level, subject, topic and curriculum standards.

1. Create a Custom Study Guide
You can create a custom study guide by selecting any guide from NewPath’s library of over 1,000, sorted by subject, grade level, topic or curriculum standard. You can even combine them with study guides which you author using the built-in templates.

a) Select Study Guides under NEWPATH CURRICULUM on the left sidebar main menu. Click on the Create a Custom Study Guide button.

b) Choose NewPath’s study guides from the drop down menus above. Select your subject(s), grade(s) then your topic(s). You may then click By standard to select study guides that correlate to your specific state and national educational standards.

c) You can combine study guides for your custom set from various subjects, grades and topics and/or author your own.

d) To author your own study guide, click on the Author New Guide button at the top to get started.

e) Choose a template and enter your information. You may also copy and paste text from any source onto this template.

f) Use the edit tools to format your text.

![Edit tools for text formatting](image)

g) Click on the Image icon to display the media selection menu. Roll your cursor over each icon to reveal its function.

h) Select the media source from the drop down menu, which includes NPL, My Media File, the Web or Flikr.

i) Type the name or key word of an image in the search field and click on the search icon. To select an image, click on the plus icon along the bottom of the image. Alternatively, you can first click on an image for an enlarged view, and then click on the Select button. To insert the selected image to your study guide, click on the Add button.

j) Click on the Save Guide button to save the guide to your custom set seen in the left column. Click on Clear to author a new guide.

k) Roll over each guide you’ve added to your custom set in the left column to reveal the following action buttons: Edit, Delete, Points, Up and Down. With these action buttons, you may choose to edit a guide, delete it or move a guide up or down on your custom set.

l) Once you’ve completed adding all of the guides to your custom set, enter a file name and click on Save to add the custom set to My Curriculum.

Note: You can select which folder to save your custom quiz by clicking to highlight a folder, or right click and choose from the drop down menu to create a new folder, rename or delete the chosen folder.
Alternatively, you may choose to save it and then assign it to your students or classes by clicking on the **Save & Assign** button.

m) You can preview your custom study guide set by clicking on the play icon. You can also print your study guide clicking on the print button. And you may click on the tools icon to select a print template.

### I. Dictionary

Access thousands of illustrated key vocabulary terms.

#### 1. Create a Custom Dictionary

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

#### Key Icons and Symbols for Dictionary

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🎥</td>
<td>View: Plays the selected activity.</td>
</tr>
<tr>
<td>🗑️</td>
<td>Delete: Deletes the custom dictionary.</td>
</tr>
<tr>
<td>🔗️</td>
<td>Link: Displays a web link which you can copy and paste in an Instant Message, email, or webpage, and send it to a colleague to preview.</td>
</tr>
<tr>
<td>🛒️</td>
<td>Shop: Links to NewPath’s online store.</td>
</tr>
</tbody>
</table>

a) Select **Dictionary** under **NEWPATH CURRICULUM** on the left sidebar main menu. Click on the **Create a Custom Dictionary** button.

b) Choose NewPath’s vocabulary terms from the drop down menus above. Select your **subject(s)**, **grade(s)** then your **topic(s)**. You may then click **By standard** to select terms that correlate to your specific state and national educational standards.
c) You can **combine** vocabulary terms for your custom set from various subjects, grades and topics and/or **author** your own.

d) To author your own vocabulary terms click on **Author New Term** button on the top to get started.

e) Click on a **template** and enter a term and definition.

f) Click on the **Image** icon to display the media selection menu.

g) **Select** the **media source** from the drop down menu, which includes NPL, My Media, File, the Web or Flikr.

h) **Type** the name or key word of an image in the search field and click on the search icon. To select an image click on the **plus** icon along the bottom of the image. Alternatively, you can first click on an image for an enlarged view, and then click on the **Select** button. To **insert** the selected image into your vocabulary term, click on the **Add** button.

i) **Click** on the **Save Term** button to save the new term to your list. Click on **New Term** to enter another.

j) **Roll** over each term you’ve added to your custom set in the left column to reveal the following action buttons: **Edit**, **Delete**, **Points**, **Up** and **Down**. With these action buttons, you may choose to edit a term, delete it or move a term up or down on your custom set.

k) Once you’ve completed the terms for your custom vocabulary set, enter a file name and click on **Save** to add the custom set to **My Curriculum**.

**Note:** You can select which folder to save your custom quiz by clicking to highlight a folder or right click and choose from the drop down menu to create a new folder, rename or delete the chosen folder.

Alternatively, you may choose to save it and then assign it to your students or classes by clicking on the **Save & Assign** button.

l) You can preview your custom vocabulary set by clicking on the **play** icon. You can also print your question list by clicking on the print button. And you may click on the **tools** icon to select a print template.

**J. Media**

Access thousands of NewPath illustrations and photographs, as well as other media types from a variety of sources including the Web, Flikr, YouTube and Kahn Academy.
### Key Icons and Symbols for Media

- **View:** Plays the selected activity.
- **Delete:** Deletes the custom dictionary.
- **Link:** Displays a web link which you can copy and paste in an Instant Message, email, or webpage, and send it to a colleague to preview.
- **Shop:** Links to NewPath’s online store.

### 1. Create a Custom Multimedia Presentation

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.

- **a)** Select Media under NEWPATH CURRICULUM on the left sidebar main menu.
- **b)** Select your media source from the drop down menu at the top and then type a key word in the search field.
- **c)** Click on the search icon to view appropriate media files which you can then select to include in your multimedia show.
- **d)** Click on the thumbnail of a media file to display a screen which allows you to enter a name, tags and a description. Click on the Add button to include it to your custom media show. Your selections appear in the left sidebar.
- **e)** Roll over each media thumbnail you’ve added to your custom set in the left column to reveal the following action buttons: Delete, Edit, and Up and Down. With these action buttons, you may choose to edit a media file, delete it or move a term up or down on your custom set.
- **f)** Once you’ve completed selecting all the media files for your custom set, enter a file name and click on Save to add your custom multimedia presentation to My Curriculum.

**Note:** You can select which folder to save your custom media set by clicking to highlight a folder or right click and choose from the drop down menu to create a new folder, rename or delete the chosen folder.

Alternatively, you may choose to save it and then assign it to your students or classes by clicking on the Save & Assign button.

- **g)** You can preview your custom multimedia show by clicking on the play icon.
X. SHARED CURRICULUM

Shared curriculum is a collection of learning activities created by other teachers which can be searched, copied to your online My Curriculum, 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. However, any self-created content by subscribers with a limited free online account will automatically be shared with other subscribers.

A. Shared Curriculum

Key Icons and Symbols for Shared Curriculum

- **View**: Plays the selected activity.
- **Assign**: Displays a screen with your classes to assign the selected activity or lesson.
- **Save**: Allows you to save the selected activity in My Curriculum.
- **Link**: Displays a web link which you can copy and paste in an Instant Message, email, or webpage, and send it to a colleague to preview.
- **Shop**: Links to NewPath’s online store.
- **Print**: Creates a pdf of the questions from the selected topic.
- **Tools**: Allows you to customize the printing of the questions from the selected topic.

1. Click on Shared Curriculum under SHARED CURRICULUM on the left sidebar main menu.
2. Select from shared activities that can be sorted by subject and grade from the drop down menus.
3. You may also search for an activity by entering a key term in the search field and clicking on the search icon.
4. Displayed activities can then be sorted by Name, Version, Subject, Grade, Date and Author.
5. Click on an activity to display the action items – View, Assign, Save and Link. Select files may also be printed. To view an activity simply click on the activity and then on the View icon.
B. My Shared Curriculum

**My Shared Curriculum** displays a listing of any self-created curriculum content which is shared with other NewPath Learning Online subscribers.

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### Key Icons and Symbols for *My Shared Curriculum*

- **View:** Plays the selected activity.
- **Edit:** Allows you to edit the selected activity.
- **Assign:** Displays a screen with your classes to assign the selected activity or lesson.
- **Save:** Allows you to save the selected activity in **My Curriculum**.
- **Link:** Displays a web link which you can copy and paste on an Instant Message, email, or webpage, and send it to a colleague to preview.
- **Share:** Allows you to share any activity that you created with colleagues.
- **Shop:** Links to NewPath’s online store.
- **Print:** Creates a pdf of the questions from the selected topic.
- **Tools:** Allows you to customize the printing of the questions from the selected topic.
A. My Curriculum

My Curriculum provides you with cloud storage for your lessons, activities, and files which you have saved or uploaded.

Key Icons and Symbols for My Curriculum

- **View:** Plays the selected activity.
- **Edit:** Allows you to edit the selected activity.
- **Assign:** Displays a screen with your classes to assign the selected activity or lesson.
- **Save:** Allows you to save the selected activity in My Curriculum.
- **Link:** Displays a web link which you can copy and paste in an Instant Message, email, or webpage, and send it to a colleague to preview.
- **Share:** Allows you to share any activity that you created with colleagues.
- **Shop:** Links to NewPath’s online store.
- **Print:** Creates a pdf of the questions from the selected topic.
- **Tools:** Allows you to customize the printing of the questions from the selected topic.
- **Upload:** Allows you to upload and save select files to My Curriculum.

1. Managing Your Files in My Curriculum
   a. Any time you customize a lesson, create a new activity or simply like an activity and would like to add it to My Curriculum, click to highlight the activity and then click on the **Save** icon. This will save it to a folder which you designate in My Curriculum.
   b. You can create new folders in My Curriculum 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.
   c. To organize your files, you can drag and drop any file to another folder.
d. You can create a **custom lesson/presentation** with any of the files saved in **My Curriculum**. 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 at the top. This action will add your selected files to the Build-A-Lesson screen. This will allow you to click to view the presentation, save it, assign it, or send it as a link to a colleague to view. For more information on the **Build-A-Lesson** section, refer to page 54 in this guide.

**B. My Media**

Any media file that you use to create question sets, study guides, vocabulary sets or slide shows is automatically saved in **My Media**.

1. **Managing Your Files in My Media**
   a. There are two action items that are revealed as you roll the mouse over an image: **edit** and **delete** icon. By clicking on the edit icon, a larger view of the image or movie clip is displayed. In this view you can edit the name, add tags and even enter a short description describing the image. Click on the **Save** button to save your changes or click on the **close** icon on the upper right corner to close the display.
   b. You may also add/save media files by clicking on the **Add Media** button at the top, which allows you to select media files from your **computer, Flikr, YouTube and Khan Academy**.
   c. Files in **My Media** can be searched by entering a key term in the search field and clicking on the search icon.
XII. BUILD-A-LESSON

With Build-A-Lesson, you can create custom multimedia lessons and in-class lectures/presentations with various learning objects such as tutorials, interactives, virtual investigations, dictionary terms, quizzes, flash cards, games, study guides, and worksheets. You can even incorporate media files from NewPath, the 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/lecture.

Key Icons and Symbols for Build-a-Lesson

- **View**: Plays the selected activity.
- **Delete**: Deletes the custom lesson.
- **Link**: Displays a web link which you can copy and paste in an Instant Message, email, or webpage, and send it to a colleague to preview.
- **Shop**: Links to NewPath’s online store.
- **Lesson Properties**: Displays the lesson properties which you can edit.
- **Reset Lesson**: Clears your selected learning objects in your Custom Lesson.
- **New Folder**: Adds a new folder.

1. Create a Custom Lesson
   a) Click on Build-A-Lesson on the left sidebar menu. 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 object. To better organize your Custom Lesson, you can create additional subfolders 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 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 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.

b) 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.

c) 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.

d) 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 of the lesson objects that it includes. Types of lesson objects include 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. An alternative method for incorporating a learning object in your custom lesson is clicking on an object to select it and then clicking on the Add button.

e) To add content from the NewPath topics, 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.

f) You may also add saved content from My Curriculum by first selecting from the drop down menu. Simply drag and drop any of your saved content in My Curriculum to your Custom Lesson side or highlight a file and click on the Add button.
g) 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:

i. NPL (media files from NewPath Learning)
ii. My Media (media files you’ve previously saved online)
iii. File (media files you’ve saved on your local computer drive)
iv. Web (media files from the Internet)
v. Flikr (media files from Flikr)
vi. YouTube (movie clips files from YouTube)
vii. Khan Academy (movie clips from Khan Academy)

To add any media file from one of your selected sources, simply drag and drop a file or click on the plus 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.

h. Once you’ve finished adding all of the learning objects to your Custom Lesson and sequenced them appropriately, you can then save your Custom Lesson to My Curriculum by clicking on the Save button. This will display the Save Lesson screen. The Save screen allows you to enter a lesson name, subject and grade and also choose the folder where you want to save your lesson.

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.

**XIII. CREATE & SHARE**

Create & Share 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.
A. Create a Custom Quiz

You can create a custom quiz by selecting any question from NewPath’s library of over 35,000 quiz questions sorted by subject, grade level, topic or curriculum standard. You can even combine them with questions which you author using the built-in templates. For detailed step-by-step instructions on creating a custom quiz refer to page 27.

B. Create Custom Flash Cards

You can create custom flash cards by selecting any question from NewPath’s library of over 35,000 flash cards sorted by subject, grade level, topic or curriculum standard. You can even combine them with flash cards which you author using the built-in templates. For detailed step-by-step instructions on creating custom flash cards refer to page 37.

C. Create a Custom Worksheet

Create a custom worksheet by selecting any question from NewPath’s library of over 35,000 questions sorted by subject, grade level, topic or curriculum standard. You can even combine them with questions which you author using the built-in templates. For detailed step-by-step instructions on creating a custom worksheet refer to page 40.

D. Create a Custom Game Set

Create a custom game question set by selecting any question from NewPath’s library of over 35,000 questions sorted by subject, grade level, topic or curriculum standard. You can even combine them with questions which you author using the built-in templates. For detailed step-by-step instructions on creating custom game question sets refer to page 44.

E. Create a Custom Study Guide

You can create a custom study guide by selecting any guide from NewPath’s library of over 1,000 guides sorted by subject, grade level, topic or curriculum standard. You can even combine them with study guides which you author using the built-in templates. For detailed step-by-step instructions refer on creating a custom study guide refer to page 46.

F. Create a Custom Dictionary

Create a custom vocabulary set by selecting any illustrated term from NewPath’s library of thousands of terms, sorted by subject, grade level, topic or curriculum standard. You can even combine them with terms which you author using the built-in templates. For detailed step-by-step instructions refer on creating a custom vocabulary set refer to page 47.

G. 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. For detailed step-by-step instructions on how to create a custom slide show, refer to page 49.

H. Browse for File

Click on Browse for File to upload a file stored locally on your computer or server and save it in My Curriculum. File types which you may upload and save include PowerPoint, Microsoft Office, and Adobe pdfs. Once uploaded and saved in My Curriculum, files can then be incorporated in any of your custom lesson and curriculum activities, and assigned to your students. For detailed step-by-step instructions for creating and assigning custom lessons refer to page 54.
NewPath Learning Online provides:

- A research-based comprehensive **grades 1-12 curriculum for science, math, ELA and social studies** with ready-to-use lessons, activities and assessments
- A complete **classroom management system** including tools to create classes, add students and track student performance with automatic grading and reporting
- An online assignment and lecture **calendar**
- A system to **create** and **assign** student **proficiency exams**
- A **collection of tools** to create your own custom content and activities which can be **edited, saved, assigned, and assembled** into a custom multimedia lesson or **shared** with colleagues
- Ability to create **custom multimedia lessons** with various learning objects and activities such as tutorials, interactives, virtual investigations, glossary terms, quizzes, flash cards, worksheets and even media files from *Flickr, YouTube* and *Kahn Academy*. The custom lessons can then be assigned to a class or individual students, or saved for an in-class presentation/lecture
- Individual **student accounts** with access to assignments as well as activities to explore and learn at their own pace
- **Cloud storage** space to save your class and student information, lesson plans, curriculum, media files and activities and use year after year

**About NewPath Learning**

NewPath Learning® is an award-winning publisher of research-based, hands-on print and interactive digital learning resources for the comprehensive reinforcement and review of the most current academic standards. NewPath’s innovative 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, Interactive Whiteboard Software, Visual Learning Guides, Study Cards, Posters, Workbooks and other hands-on print materials—each supplemented with electronic versions, web-based activities, and assessments to provide an engaging means of educating students on key, standards-based topics. These learning resources organized 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.

The company’s product development resources include educators, content writers, editors, software developers, instructional designers, graphic designers, illustrators and animators who work in conjunction with practicing classroom teachers to develop and evaluate over 100 new products which NewPath publishes annually.