

# GUIDE FOR TEACHERS: HOW TO SET UP YOUR CLASSROOM REVISED NOVEMBER 30, 2016





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# INTRODUCTION

NCLab courses are a wonderful way to introduce students to computer programming and 3D modeling (CAD design). Students will develop skills that prepare them for the 21<sup>st</sup> century workplace in an atmosphere of fun and discovery.

With this guide, our goal is to provide you with the tools needed to begin a successful program. You will learn about:

- 1) Activating student accounts and setting up your classroom
- 2) The courses
- 3) Resources for your class
- 4) Integrating NCLab into your computer science, math, science, and STEM curriculum
- 5) Equipment, 3D printers, technology
- 6) Training and support

Our NCLab team is always listening to your suggestions and ready to help solve issues for you as they come up. When you need us, please reach out to us at <a href="mailto:support@nclab.com">support@nclab.com</a> or toll-free at (800) 666-2024.



# ACTIVATING ACCOUNTS AND SETTING UP YOUR CLASSROOM

#### HOW THE LICENSE WORKS

Every user in NCLab has their own account. The paid accounts include access to the courses.

The user account provides access to NCLab's cloud-based platform that includes courses, programming tools, and individual storage. This allows students to work on their courses or use the Creative Suite on any computer, whether at school, home, or after school location such as a library.

- The teacher can track the progress of all their students at any time using My Students.
- Users (students) and the teacher can access their own accounts from any device or location.
- Users (students) can continue working on the course on their own, even if they do not complete the class at school, receiving the full benefit of the yearlong license.
- The users' files stay with the users, who will have access to the free tools after the course licenses expire.
- Licenses are valid for one year from the date of activation, and can be renewed on an annual basis. The basic classroom license includes 30 student accounts, 1 teacher account and 3 teacher aide accounts. Volume licenses can be purchased, as well as custom licenses for smaller groups.

### ACTIVATING THE LICENSE

The first step is to complete an on-line form.

# If you are a Nevada Ready 21 (NR21) teacher, do not use the order forms on the NCLab website. Please use your NR21 Chromebook and follow the alternate procedure in the NR21 Addendum.

For all other teachers, please go to the teacher page at nclab.com or follow this link:

#### https://nclab.com/teachers/

You will see two ways to order a license: a free professional development licenses, and a paid license that can be

ordered for individual classes, schools, or districts.



The order form provides NCLab with all the information needed to activate your accounts. You will be asked to provide:

- Your full name
- Your email address
- Your phone number
- The number of seats requested (one for each student)
- Anticipated starting date
- School name
- School or teacher webpage
- Reference: this box can include specific information related to grant programs, district contracts, purchase order numbers, and any other pertinent information.

NCLab Order Form X				
Your name	Jordan Smith			
Your email	example@example.com			
Your phone	+1-234-567-8910			
Seats requested	30			
Anticipated starting date	2016-12-01			
Your School	Springfield State School			
Web page				
Reference				
	Submit Cancel			

You will receive a courtesy email telling you that the request has been received.

# ACTIVATION EMAIL (ALL ACCOUNTS INCLUDING NR21)

Once the account is verified, you will receive an email which contains:

- your instructor user names and passwords
  - You will receive one account for yourself, plus one additional teacher account for every 10 students.
     A class of 30 will have 4 teacher accounts. Use the other accounts for your colleagues, teacher aides, substitutes, etc. All accounts have the same privileges unless you change them.
- links to videos
  - $\circ$   $\;$  this includes videos to get you started, and help you set up your student accounts
  - o each course also has instructional videos
- links to instructional resources
  - each course has a syllabus, pacing and standards guides, lesson plans, detailed level descriptions, student journals, solution manuals and answer keys. <u>Please do not share solution documents with</u> <u>your students.</u>
- a brief description of the courses
  - Currently, the courses include KarelJr, Tina, Python (new version will be released January 2017), and 3D Modeling.

Save or print out the email for your records.

### INSTRUCTOR ACCOUNTS

Use one of the instruction names and passwords to log into your account.

(Note the instructor user names are usually composed of a prefix is based on school name and the suffix -i1, -i2, etc. The passwords are randomly generated, and can be changed at log on.)

Name Password example-i1 u6ckd9 example-i2 xeb3vu example-i3 b5eskf



Start at the NClab website. The blue Log in button in the upper right corner of the screen will take you to the desktop screen.

Log into your instructor account using one of these user names and the associated password. If your email is not associated with another NCLab account, you can use your email address.



If you have a Google account, you will be able to activate the one-touch "Log in with Google" button. To do this, go to Settings after you log on. You can access Settings by clicking on the blue key at the bottom of the screen. Select the Basic tab, and fill in your email address. Settings allows you to select various preferences, choose an avatar, and add information such as an address to your account Please note that students have a restricted version of Settings that does not allow them to add identifying information.



# SETTING UP YOUR CLASS

The instructor desktop has a plain blue background and four icons. You can customize your background in Settings, accessed by the blue key in the lower left corner.

The four icons represent:

- My Files: personal cloud file storage.
- My Students: classroom management tools.
- Courses: access to currently available NCLab courses. You can go through the courses yourself.
- Creative Suite: An array of programming, modeling, publishing, science, math, and engineering tools.

To set up your class, double click on the My Students icon to open the panel.

Next, click on the Setup button at the top of the panel to open the "Setup your classroom" window.

Choose one of three options to enroll the students, described in more detail below.

	😫 My Students					
	Institution: Test Institut in 1 🐁 Setup					
My Files	Groups					
Ry Students Courses	Setup your classroom     How do you want add students? You have 28 seats ava     Enroll students by code     Enroll students manually     Generate new student accounts     Add to existing group:     Untitled group     OR     Create new group:	liable.				
Suite		$\rightarrow$				

Decide whether you will add students to a general group (in this screen, Untitled Group), or create a new group (for example, 2017 6<sup>th</sup> grade, or Period 1). If you wish to create a new group, type the group name in the window before proceeding.

### ENROLL STUDENTS BY CODE

This option will generate a code composed of mixed numbers and letters. This option is recommended for students with email addresses.

Students have two ways to enroll in your class using the code.

If a student **does not have an NCLab account**, they can create one automatically with "Log in with Google" using their Google account. They will see this prompt: "xxxxx@gmail.com has no account in NCLab. Do you want to create this account automatically?" Pressing "Yes" will set up the account. Students can create a free account with any email address using the Sign Up button on main page of the NCLab website.

Once a student has logged onto the desktop, they will go through three panels that select language, wallpaper, and an avatar. Next, they will proceed to settings. On the Student tab, they will enter your class code.





If a student **already has an NCLab account**, they can proceed to Settings, and enter your class code on the Student tab. Remember that the Settings icon is a blue key in the lower left corner of the screen.

You will see the class being populated on the My Students panel. Use the Refresh button to update the screen.

If you have multiple classes, you can create a separate group for each of them. You can have your students enrolled in each of them using a different code. This helps preload students into the correct group, saving time. If students change groups, they can be moved later (See Managing Students).

### ENROLL STUDENTS MANUALLY

The second option is useful if the student(s) already have an active NCLab account, and you only need to add one or a few students. Otherwise, it is quicker to use Enroll with Code.

You can search for user names or email addresses. NCLab will recognize existing accounts.

Valid accounts will immediately be added to My Students and highlighted in green. The student will receive a confirmation email.

Once the student confirms being added to your class, the green highlighting will disappear.

You may need to refresh the screen to see this change.

		Username A		Progress	
G 9	Students:			Classroom setup	
	6	gstudentnclab1	0	Users invited	
	9	python	0		
	8		0	Selected users were invited to the classroom and will be enrolled after confirmation via email.	
				(	IJ

Manual enrollment

Search for accounts to add. You can add up to 28 students. This will require a confir via email to each of the accounts

## ENROLL STUDENTS BY GENERATING NEW ACCOUNTS

You can generate your own list of usernames and passwords, which can then be individually assigned to students. **This option is the only way to enroll students who do not have an email account.** It may be useful if you have class rosters that you wish to preassign specific usernames or control the type of password.

Once you select this option, you will be prompted to choose the password structure. You have three choices.

• Same password for all. This is the least secure, but simplest to manage. Once you select this option, enter a password in the blank space.

Classroom setup	•
Choose password type	<b>T</b>
Choose structure of passwords for the accounts.	
O Same for all	
O Prefix + number	
Random passwords	
Random passwords	
	$\rightarrow$

- Prefix and number. This creates individual enumerated passwords that are easy to match to a user list. However, students may guess each other's password because they all have the same prefix. Once you select this option, enter a prefix and a starting number. For example, stem16-0 would create a set of users all beginning with stem16, followed by a number: stem16-01, stem16-02, etc.
- Random passwords. Each password is a unique combination of letters and numbers. This is the most secure.

<u>nc</u>

**→** 

NOTE: you can always reset passwords from the My Students screen for individual users as needed.

The next screen will show the list of user names and passwords for the class. The three buttons to the right give you the option to download this list as an Excel spreadsheet file (XLSF), a comma separated value file (CSV), or a portable document file (PDF).

- Spreadsheet files are easy to edit. You can add headings, student names and other details.
- CSV files can be imported into programs that use data fields.
- PDF files are image files, so the information will be preserved as is.

Students can now log in using a user name and password that you assign to that student. You may want to fill out the information on index cards that you can pass out to the class.

My Students will show which names are in use, and which are not assigned. Use the unassigned accounts for new students first. You can reassign existing accounts, but please keep in mind that you will wipe out the previous student's history and files when you do this.

### PRIVACY CONCERNS

**NO FIRST OR LAST NAMES**. Due to Federal regulations, NCLab cannot use real student names as identifiers. The intent of the regulations is to protect the identity of students under the age of 18 on the Internet. Many students already have school email addresses, which is considered an identifier, so real names (including first names) are not permitted.

**AVATARS**. A student can create their own avatar, which acts as an anonymous identifier that is easily recognized by the student. This may be helpful to the teacher as an identifier. This allows students to share files or results that will only be associated with the avatar, and not with a name. To see what avatars are available, go to Settings on your own account, and select "Change Avatar".

**PRINTABLE CERTIFICATES.** NCLab has a tradition of creating printable certificates once certain courses or sections have been completed. Names can be incorporated in one of two ways. The user will be able to fill in a form at the time of printing to create the certificate. This information is not stored. The teacher can also print out blank certificates with a space for the name, then fill in the name manually.

**CREATING AN OFF-LINE ROSTER:** You can create your own rosters as spreadsheets or other documents. Export the data using button on the upper right corner of the My Students panel.

My Files			
	All 19y Shutzette		
60	NAMES OF A DESCRIPTION OF THE OWNER	4	Q Team
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Courses		71 🚨 1999 a	
		in 🛃 water 🛛 💿	
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### VIDEOS TO GET YOU STARTED

On the instructor resources page, you will find links to videos that will walk you through activation and management procedures, and provide some guidelines for instruction. This page will be updated with new videos and materials from time to time. Here is the link:



https://nclab.com/instructor-resources/

### MANAGING STUDENTS

With My Students, you can edit the user (student) and teacher accounts. You can manage groups, add and remove users, and monitor progress.

#### MANAGING GROUPS; ADDING AND REMOVING USERS

Create subgroups using the left pane. This is useful if you teach several classes or clubs. Use the green plus in the lower left corner to add a group.

To add users to the subgroup, check the users in the right panel and drag them to the selected group. You will notice that they always remain in the main group, but can also be viewed in the selected group.

To remove users from a subgroup, check the names and click on the Remove button at the bottom of the screen.

You will see a message letting you know that these users will still appear in the main group.

#### To remove a user permanently from your class

(disenroll them), click on "All Users" at the bottom of the screen, then check the name and click on the Remove button. You will see a warning message asking if you really want to disenroll them.

To remove a group, move all the users out of the group first, then use the red minus sign in the lower left corner to delete the group. These users will still be visible in the main group.

The edit button allows you to add email addresses, and to change the user status (student, teacher, admin teacher).

subgroup.



### MONITORING PROGRESS

You can monitor your students' progress on a real-time basis. Beside each student's name, you will see which levels have been completed. By clicking on a level, you can open a smaller window which provides detailed information on student performance on that level.

Select the course from this dropdown menu. Here is an example of a student working stitution: Test Institution 1 🧯 Close on the Tina Turtle course. The screen 🧳 Turtle : ~ C shows that studentnclab2 has 64 successfully completed the first five levels 0 in Turtle 1 (shown as green checkmarks), 0 and has opened the sixth level (shown as 0 a gold dot). Clicking on a completed or open level will show detailed studentnclab2 / 1.5 - Table a - 🗆 x information on the student's progress, and allow you to compare Course Section: 1 - Basics Game: 1.5 - Table and chairs Time spent: 04:42 Points: 30 Institution: Test Institution 1 User: (gstudentnclab2) Failed submissions: 0 their code with a suggested solution. Template used: no = NCLabTurtle(-30, 20) color(WOOD) tina tina.width(6)
tina.go(30)
tina.left(90)
tina.pu()
tina.go(20) Normally, levels are locked until they are successfully completed. You can unlock or lock levels from this screen.

You can also mark the level as solved using "Make solved". You may want to use this function to set the starting position at a higher level in the course for advanced students. It will give you the option to show all previous levels as solved.



# THE COURSES



At present time, NCLab provides four fully self-paced and self-graded courses, and an Hour of Code game. In addition to the courses, Creative Suite provides students with free templates and tools to create and save their own projects. This is where students get to flex their programming and design muscles, and share their work with the class or on line.

All courses are 100% self-paced and self-graded. You do not have to be an expert in computer programming or 3D modeling to teach them. Instead of providing traditional direct instruction, you will be able to coach your students on an individual basis, and focus on helping them where they really need help. You will enjoy this experience!

However, you can add on to the courses. You may choose to open and close major concepts as a class, or include off-line activities, such as games, manipulative centers, projects, and galleries. Lesson plans for each course include vocabulary, background, concept development, and suggested activities for each section. Printable journals provide exercises for your students and a place to reflect on the concepts off-line and develop connections with the real world.

## HOUR OF CODE, HOC KAREL

If your students have never tried coding before, Hour of Code is a good place to start. Most HOC programs use simple drag and drop blocks rather than script. Visit http://hourofcode.com and have your students go through Angry Birds, Lightbot, Frozen, and other fun one-hour coding activities created by Code.org and affiliates.



Students can also try Karel as an Hour of Code tutorial. Find it at the HOC website, or use this direct link: http://hoc.nclab.com/.

### KAREL JR



Karel Jr Programming (ages 10-99) launches students into scripted programming in an engaging game format. It teaches computational thinking, problem solving, and perseverance - the three most important skills in computer programming. Students will conquer game levels by typing short programs in a simplified Python language.

Karel is a classical educational programming language that has helped millions of kids around the world to learn computer programming. The language is free of colons, semicolons, brackets, braces, parentheses, decimal points, commas, and other syntax elements of advanced programming languages that cause frustration to beginners. The commands of the language are English by default, but students can easily switch to Spanish and other languages for convenience. Students learn how code is structured, and are then ready for the more advanced Turtle Tina and Python courses.

No matter what the age of your students, we recommend that you start with the Karel Jr course and have all your students complete the White, Yellow, and Purple Belts (140 game levels). Your top students will enjoy the more difficult challenges in the Black Belt (28 levels) and some of them might be able to tackle some levels in Extras and Bonuses (14 levels). Karel Jr has been used successfully to teach computational thinking at elementary, middle school, high school, junior college, and workforce training programs. If you think Karel may be too elementary for your students, try going through the course yourself first before deciding. Complete at least Unit 1 (35 game levels), which takes you from simple manual controls through to nested loops, and you will understand how your students can benefit from Karel before tackling an advanced programming language.

In all the NCLab courses, students can submit their own games to our gallery. To see some of the Karel games, visit the student gallery at http://nclab.com/karel-gallery/.

Karel's course syllabus is available on the NCLab website under the course description, or by following this link: Karel Course Syllabus.

### TURTLE TINA



Turtle Tina features Turtle Tina, otherwise known as Python Turtle. With the help of a few simple commands, Tina can draw beautiful patterns and even convert them into 3D-printable objects. Tina puts the **A**RT in STE**A**M!

Students learn Python syntax while using simplified Turtle logic and getting instant visual feedback. The course covers the basics of the Python programming language including loops, nested loops, variables, and custom functions. Your students should take this course before diving into the full Python course. Visit the student gallery at <u>http://nclab.com/turtle-gallery/</u> to see examples.

Tina's course syllabus is available on the NCLab website under the course description, or by following this link: Turtle Tina Course Syllabus.

### **3D MODELING**



3D Modeling introduces your students to 2D and 3D shapes, RGB colors, geometrical transformations and set operations that will allow them to build their own 3D models. Your students will develop visual spatial sense in 3 dimensions: important for design, engineering, and even piloting drones in the air or underwater.

The course teaches the geometric and mathematical principles of 3D modeling rather than technical details of using some specific software. Students build their designs using an elegant scripting language based on Python, with simple keywords such as CUBE, SPHERE, CONE, MOVE, ROTATE, SUBTRACT, and UNION.

No time is lost teaching them how to use a complicated menu-based CAD program. This approach forces the students to develop systematic problem solving skills and deliver a clearly defined result, rather than using trial and error. At the end of every section, the course includes a creative project where students apply what they learned to build their own designs.

After completing this course, students can continue using NCLab to build their models, save them in their NCLab accounts, and export them for 3D printing. Visit the gallery at <u>http://nclab.com/3d-gallery/</u> to see some amazing 3D designs created by students who took this course.

The 3D Modeling course syllabus is available on the NCLab website under the course description, or by following this link: <u>3D Course Syllabus</u>.

### PYTHON



**Python** – This course teaches Python - a leading programming language of modern engineering and science. When entering this course, your students are expected to have the computational thinking and problem solving skills from the Karel Jr course, and know basic Python syntax from the Turtle course.

The Python course builds on top of that, and focuses on solving introductory real-world problems using the Python programming language. Students learn in detail about many of its specific features, and use computing power to solve problems which would be very difficult or impossible to solve without a computer. **Note: The Python course is undergoing revision. The expected release of the new version is January 1, 2017.** 

### CREATIVE SUITE

Learning is most effective when students have an opportunity to apply it. Creative Suite provides a space for your students to create their own Karel mazes and games, Turtle designs, 3D models, and Python programs. Encourage your students to explore the many tools available to them. Creative Suite and free cloud storage is available to anyone with a free or paid account.

For examples of the applications and links to apps and instructional videos, please visit the free portal page at nclab.com

https://nclab.com/free-portal/



# **RESOURCES FOR YOUR CLASS**

### TUTORIAL VIDEOS

Tutorial videos are available on the Resources page for all the concepts and practices within the courses. These can be viewed or shown to the class from this page.

# https://nclab.com/resources/

Here are the links to specific courses:

http://nclab.com/videos-karel

http://nclab.com/videos-turtle

http://nclab.com/videos-3d

# http://nclab.com/videos-python

These instructional videos are also embedded in the self-paced courses, so students can access them at any time. Check to see if your school allows student access to YouTube videos.

#### TEXTBOOKS, LESSON PLANS, STUDENT JOURNALS AND MORE

Textbooks, lesson plans, standards and pacing guides, student journals and other resources are available via resource links which you should also receive with your activation email. To access the resources for a course, click on the button below. We are always adding new materials. If you do not find what you need, please contact us.

> Karel resources Turtle resources 3D modeling resources

Python resources

### SOLUTION MANUALS

In your activation email, you should receive a link to solution manuals for the courses, and answer keys for the student journals. If you do not have the link, please email NCLab at <a href="mailto:support@nclab.com">support@nclab.com</a>.

The solutions are also available via a Solutions button on each level of the courses, but only to you as a teacher. Students will not have this button on their screen.

#### Please do not share solution documents with your students.





# INTEGRATING NCLAB INTO YOUR EXISTING CURRICULUM

There are many ways to include NCLab's self-paced courses in your classroom.

Karel, Tina, 3D Modeling, and Python can be taught as stand-alone courses, or as a component of a longer program that includes related content such as robotics, CAD, computer science, animation, or other career skills and technologies. We encourage you to include projects as performance tasks using Creative Suite, and student journals as a place to review concepts and skills.

Students benefit from real world activities, such as playing physical games, handling manipulatives, and programming models to bring the concepts to life. Concrete experiences help many students understand abstract logic who might otherwise become frustrated. Encourage more experienced students to write applications based on what they learn in the courses.

Here are some suggestions for course integration:

**Math:** Programming improves all the math **process** skills, including problem solving, reasoning, modeling, recognizing patterns, using tools, and working with precision. Teachers have noted improvements in their students' math performance after taking these courses, so you may find that the time taken away from your regular curriculum is paid back. Use a small block of instructional time to introduce your students to a Section, and have them complete the levels on their own. Next time, review that Section and introduce the next one. Consider pairing up students to assist those who need it.

In NCLab, students use functions and variables, 2D and 3D geometry, and Cartesian coordinate systems, and see the results instantly. This is powerful. More specific information on standards is included in the pacing guides and lesson plans for each course.

**Science, STEM (STEAM)\*:** Science encourages a multi-disciplinary approach. Include programming as part of the engineering design cycle, or the science inquiry cycle. Where can a program be used to solve a problem, or understand a set of parameters? You may find it valuable to introduce programming early in the year, so that students can practice applying their skills throughout the year.

\* Science, Technology, Engineering, (Art), Math

**Computer Science, Computer Clubs:** NCLab can be used to teach computing within an elective course, integrated into a CTE course, or as a club outside of regular school hours. The courses are an excellent and efficient use of lab time. Students come in, sit down, log in, and start working wherever they left off. The cloud-based nature provides students with the opportunity to work on their projects on any computer, so they are free to work on their projects at any time. They are learning important job skills, and can master a programming language used in the real world.

# EQUIPMENT, 3D PRINTERS, TECHNOLOGY

Here is a list of items you may need for your course.

- **Personal computers, Google Chromebooks, or tablets with Internet access:** one per student. Both PC and MAC platforms are supported. Preferred browsers are **Google Chrome, Firefox, or Safari.**
- **Projector or Smartboard** for demonstrations. Check that audio is sufficient for the room. Check that both video and audio cables are connected.
- **YouTube videos:** some schools or institutions block YouTube, so the demonstration videos may need to be unblocked by an administrator to make them available to students.
- **Publishing:** Check with your school for media releases, which will allow your students to share their work. All students have access to folders on NCLab to store their projects. The projects can be shared through NCLab, a folder on a local network, or social media. They can also be submitted to NCLab for publication in the online gallery.
- **Printing:** 3D designs from Turtle Tina and 3D Modeling can be exported as STL files, and printed to either a local 3D printer, or sent to a printing service. The type of printer needed depends on the size, precision, and complexity of the model.

For precise design work, we recommend printers that are capable of handling support material. Support material is dissolved after printing: students can make items with moving parts and fine tolerances. Make sure to set norms for students on printing, taking time and material costs into consideration. 3D printing takes a long time (about 1-4 hours per cubic inch of material). Check the internet for current estimates of printing costs.

### TRAINING AND SUPPORT

Please take some time to watch the videos, use the supplementary materials, and try the courses. We build in support to make your teaching experience as painless as possible.

**Live trainings**: You may be part of a group which is receiving trainings or workshops. These are generally arranged as part of a district, state, or school package, or under a grant. Forms of training may include in person, hands-on workshops, webinars, Google Hangout meetings (please email us to schedule a Hangout)

Blogs: Visit our blog page for special offerings, advice, links, or announcements. <u>https://nclab.com/category/blog/</u>

FAQs: Check our Frequently Asked Questions section on the website.

Facebook: Many events and useful links may be found on our Facebook page: www.facebook.com/NCLabEdTech

**Email and telephone support:** You are welcome to contact us at any time if you have questions or need help. The best way is to send an email to <u>support@nclab.com</u>. You can also use the Live Chat widget on your NCLab Desktop (or leave a message there if we are not online), or call us at (800) 666-2024. While this does not take the place of training, clearing small hurdles as you go can make all the difference.

Good luck with your class! As fellow educators, we know how exciting it is to see students light up when they learn a new skill. We are looking forward to helping you create an awesome learning experience for your students!