



NEVADA READY 21 (NR21) SCHOOLS ADDENDUM TO NCLAB GUIDE FOR TEACHERS: HOW TO SET UP YOUR CLASSROOM REVISED NOVEMBER 30, 2016

SPECIAL ACTIVATION AND ACCOUNT PROCEDURES

The Nevada Ready 21 contract has some specific features that will affect how you set up your classroom and manage students. The licensed courses are included with each NR21 Chromebook. You will see an NCLab icon on the Chromebook desktop. This icon links directly to the NCLab Desktop. All teacher and student Chromebooks obtained under NR21 have this feature.

The courses can be activated by either a teacher or a student. The main difference between NR21 and regular accounts is the use of a questionnaire. Otherwise, procedures are identical to regular NCLab users. **We encourage you to read the NCLab Guide for Teachers and Classrooms for detailed information on class activation and management, course descriptions and support features.**

ACTIVATING THE TEACHER/ADMIN ACCOUNT

All teachers should have received their own NR21 Chromebooks under the grant. Please use your Chromebook to activate your account. Once you have activated your account, you can log onto any computer to either use NCLab to learn the courses yourself, or manage your students.

Start by clicking on the icon, which looks like this:



You will be directed to a questionnaire (details below). Please complete and submit the questionnaire.

With 24-36 hours, you will receive an email with your requested teacher account, and links to teacher support materials including lesson plans, pacing guides, student journals, solution manuals, and more.

COMPLETING THE QUESTIONNAIRE – A WALK-THROUGH

Welcome to NCLab! On the first screen, identify yourself as “teacher”.

Select Your School. On the next screen, select your school. The example shown here is a generic list. The list on your Chromebook should show NR21 schools. If you do not see your school listed, check “Other” and type in the name of the school.

Contact Form.

Enter your

- First and last name
- Phone number (area code, phone number, extension)
- The first and last name of your technology coach. If you do not know the name, please ask your administrator.
- Check whether you wish to use NCLab for personal use only or in a classroom. Selecting classroom will produce the following screen:

Classroom Setup

- Enter the number of students. If you have several classes or periods, you will be able to divide up the total number afterward.
- Enter the grade level. If you serve multiple grades, enter the lowest grade.
- Describe your class (this is an open description – for example STEM, math, computer science, animation)
- If you have attended a training with NCLab, click yes.
- If you would like to arrange a Google Hangouts meeting, click yes. If you click yes, this will bring up a dialog box where you can enter a preferred day of the week and time.

That's it! You will see a Thank You message, and should also receive a confirmation email based on the information submitted.

ACTIVATING AND MANAGING YOUR CLASS

To set up a class, follow the instructions in the main [NCLab Guide for Teachers: How to Set Up Your Classroom, Revised November 30, 2016](#). You can enroll students by code, by enumerated account, or manually.

Student Questionnaire: Self Activation. NR21 Students can access the NCLab Desktop by clicking on the NCLab icon on their Chromebook. The first time they do this, students will fill in a student questionnaire. Under NR21, students can use NCLab on their own as well as in a class, and this questionnaire validates their account. Once a student is accepted either as an individual or as part of your class, they will be able to start the courses.

You will be able to monitor the progress and edit the accounts of your students using the [My Students](#) panel. The Guide contains detailed information on [My Students](#) management tools.

To protect the privacy of students in accordance with Federal law, NCLab does not use first or last names as identifiers. Please read the Section on Privacy in the Guide for guidance on how to use avatars, create your own off-line rosters, and print certificates for your students.

For any questions or concerns, please contact support@nclab.com, or call 800-666-2024.

Thank you for incorporating NR21 and NCLab into your classroom. Let's prepare our students for the 21st century!