Getting Started Route
Getting started...

Logging in
To ensure users only see content that is relevant for them, EducationCity has three user-specific logins: Admin, Teacher, and Student. To start the tour we will login as an Admin user:

- The Admin user ideally would be used by whoever has ownership of EducationCity in the school, such as the grade-level lead, principal, or technology teacher. Administrators can manage all users and control schoolwide settings.
- Teachers have their own login, providing them with quick access to teacher features and each student’s account information.
- Students can be given their own login names and passwords. Once logged in, all scores are saved automatically and can be viewed by teachers in SuccessTracker.

Logging in as an Admin
Use the Admin login details which you have been/will be provided with; this will bring you onto the homepage.

1. Home Page
The home page helps educators quickly navigate to all subjects and provides access to drop-down menus, including Admin/Teacher Features.

Admin/Teacher Features Drop-down
Admin/Teacher Features are always accessible via the handy drop-down menu at the top of the screen. The menu provides instant access to the areas of EducationCity you need to get to quickly, saving you time.

Search Content
The Search Content feature is also accessible from anywhere in the program via the navigation bar, allowing you to find relevant content in just one click.
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2 Content

Click on a subject and then choose your grade level.

Adding even more flexibility to your teaching, you can choose to access content by a specific grade level within your selected subject. From there, you can access various content types, all aligned to state and Common Core standards.

Content Icons
Intuitive icons are used to represent different types of content, including Activities, Topic Tools, Learn Screens, PlayLive, ThinkIts, and Tests.

Activities, Topic Tools, and Learn Screens
When you click through to Activities, Topic Tools, and Learn Screens, you will notice the following:

- **Navigation Tabs** – each tab is linked to a strand within the content standards, and selecting a tab will provide you with the relevant content.
- Clicking on a tile gives you an Information Box, which provides the learning objective and standard for that piece of content as well as any additional linked resources. A handy Topic Filter will also help you quickly find content that is topic specific.

Activities
Activities are interactive tasks that provide targeted practice to reinforce concepts for group or individual learning. Students can work independently in the default mode, which is scored in real time. In whiteboard mode, teachers can control the pace and offer reinforcement as needed.

- Additional related resources also accompany activities, including Activity Sheets, Lesson Ideas, and Teacher Notes.

Topic Tools
Topic Tools are open-ended, teacher-led tools that are designed to be used on an interactive whiteboard. They incorporate virtual manipulatives and provide an ideal tool for topic exploration and reinforcement.

Tests
Tests are available for math, language arts, and science to assess student performance and evaluate progress. When scores are saved, an individualized learning pathway known as a Revision Journal is generated for each learner to help target weaknesses.
Learn Screens
Learn Screens are animated video tutorials or mini-lessons that provide an in-depth look at specific topics. They can be used by students independently or by teachers to introduce a new objective or concept.

PlayLive
PlayLive is a fun, competitive environment where students can challenge each other in real-time math and spelling games to help hone their skills.

ThinkIts
ThinkIts are open-ended questions designed to encourage higher-order thinking skills and discussion. They can be used as morning warm-up activities, extension activities for fast finishers, or exit tickets to assess understanding.

3 Admin/Teacher Features

MyCity
MyCity allows you to create individualized learning pathways by quickly grouping content in three easy steps: adding and sequencing your content, selecting your students, and applying your settings. It couldn’t be easier!

- Any piece of content can be added to a MyCity. Simply search for content in Manage MyCity, the Search Content area, the Standards Map, or SuccessTracker and use the orange plus sign to add.
- MyCities can be set for individuals, classes, groups, or the whole school, and you are able to control the length of time they are accessible.
- MyCities can also be used by you, the teacher, to gather and sequence content you can then quickly launch during classroom instruction.

Homework via MyCity
MyCities can also be used to assign content as Homework to help your students practice and review even when they’re away from the classroom.

SuccessTracker
- Review saved activity and test scores with a personalized data display. Simply select the data you require using a simple tick-box selection and view online or export your report.
- Quickly target student weaknesses in real time to make informed instructional decisions.
- Click into specific assignments to review questions answered correctly and incorrectly. You can also reassign the activity to offer students additional practice.
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Standards Map
The Standards Map is broken down by Subject, Grade, Strand, and Objective with easy-to-use filters to help find resources relevant to specific standards.

• All content types can be launched directly from the Standards Map. They can also be quickly added to a MyCity by selecting the orange plus sign.

Teacher Area
Welcome Area
The Welcome tab in the Teacher Area gives you access to a variety of resources for support, information on your subscription, and direct access to Virtual Workshops for ongoing training.

New Content
You can find all the latest content updates here, including new Activities, Topic Tools, ThinkIts, and Learn Screens regardless of your subscription.

User Guides
This area provides a handy, one-stop shop for user guides covering all aspects of EducationCity.

Preferences
As an Admin user, you have full control of preferences. Easily make adjustments across the whole subscription in this area. You can:

• Control login methods and edit labels for grade levels and subjects.
• Make flexible content changes to various areas including countdown timers, mastery goals, and print options.
• Set preferences for student access to specific areas, both within and outside of school hours.

Manage Users
In the Manage User area, simple tab navigation across the top of the page allows you to move between students, teachers, administrators, classes, and groups, making the management of users simple.

• Students and teachers can be bulk uploaded via a CSV file.
• Students information, including username, password, class, or grade level can be updated with a click of a button.
• You can print usernames and passwords or export them as a CSV file for quick reference.

Classes
Every student must belong to a class. The Classes tab allows you to move students from class to class with ease, ensuring that your student data is always kept up to date.

Groups
The Groups tab allows you to group students together. This feature is great for creating similar ability groups, subject groups, or even after-school or homework clubs.
Making the most of EducationCity

With your admin login access, you can set up teacher and student logins too! Remember, Admin users have full control over editing preferences. Here’s what you should do to get started:

• Create individual logins for your teachers so that they can manage users as well. Once created, they can access EducationCity.
• Admins and teachers can upload class lists or add individuals so that students can have their own logins. This is essential to ensure the best use of our MyCity and SuccessTracker features.

Need additional help? Check out these resources:

- In-Product Hints and User Guides
- Virtual Workshops
- Webinars

Contact Support
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