

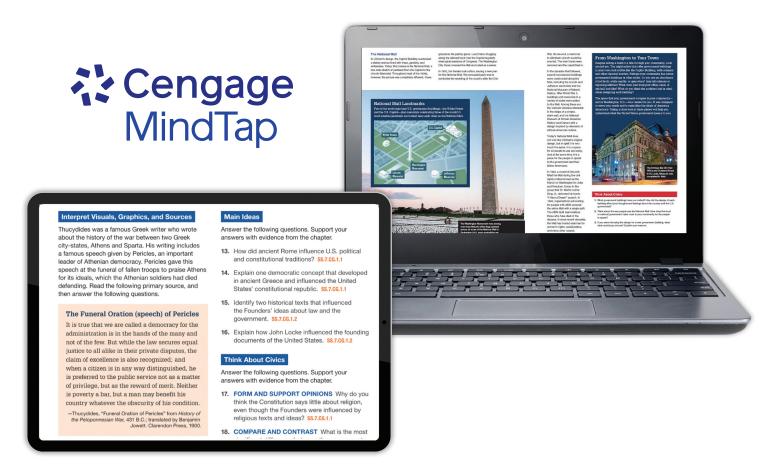
Digital Walkthrough

Digital Walkthrough

Explore National Geographic Civics and Citizenship Florida Edition in MindTap!

The Digital Walkthrough for *National Geographic Civics and Citizenship Florida Edition* provides an easy-to-follow walk-through of our MindTap online portal for teaching and learning. By following the steps in the guide, you will discover the unique features of our middle school Civics and Citizenship program:

- Unparalleled, authentic resources from National Geographic to engage students in civics and citizenship.
- A new digital platform, MindTap with a complete eBook, video, student handbooks, and a full array of teacher instructional resources.
- A full array of assessment, from formative assessment after every lesson to chapter tests at two levels to a Knowledge. Concepts & Skills workbook.
- Development of skills to think critically about the complex events in our democracy through the Engaging Civics Student Companion.





Logging Into Your Account

We're excited to help you get started with the MindTap online learning platform for *National Geographic Civics and Citizenship Florida Edition*.

1 Go to: NGL.Cengage.com/FLSocialStudies for the username and password to access MindTap.

Course Navigation

On the course Home page:

- 1 Click on the three lines in the upper left corner to open the site menu. From anywhere on the site, select **Home** to return to this page.
- 2 Click on the magnifying glass to search for specific content.
- 3 The National Geographic MapMaker is available from the Home page.



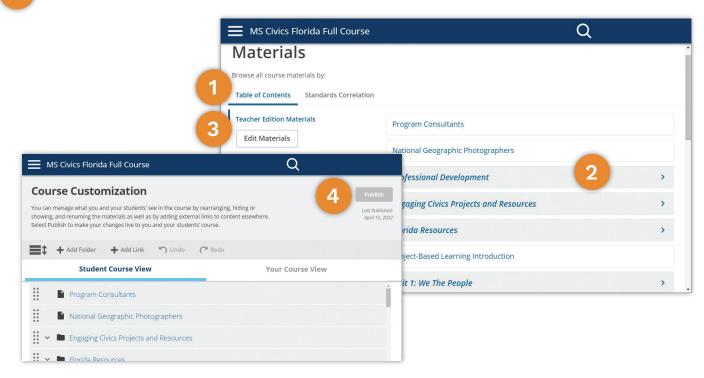
Course Materials and Planning

Materials

When and Why

Click on the menu icon in the header (3 horizontal lines) and select **Materials**. This option takes you to the Teacher and Student versions of the course where you can view content and plans as well as access an extensive collection of supplemental resources.

- Select **Teacher Edition Materials** or **Student Edition Materials**. (Note: The Student Edition option opens in a new browser window.)
- 2 In the **Table of Contents** list, click on a topic to drill down to the content pages.
- 3 Click **Edit Materials** to customize the course. You can rearrange, hide or, rename course materials for both students and teachers as well as add links to external content.
- 4 After editing is complete, click **Publish** to make your changes live.



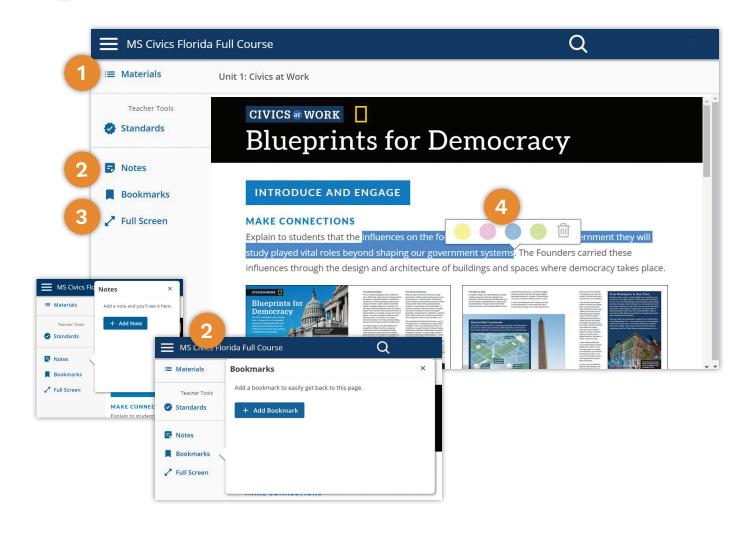


Materials ... Continued

How to Use

In the **teacher edition** content:

- To navigate to the Table of Contents, click the **Materials** menu icon in the upper left side of the screen. It will open in a pop-up window.
- Use **Notes** and **Bookmarks** to add a note or a bookmark to the page or to view those you previously added.
- 3 Full Screen will expand the page content and shrink the left navigation.
- 4 To **Highlight** a passage, select the text then click on one of the colors.



Course Materials and Planning

Materials ... Continued

How to Use

In the **student edition** content, Materials, Notes, Bookmarks, Full Screen and Highlighting function the same way as in the teacher edition content.

- 1 Use **Share** to share to your Google Classroom or to copy the page link.
- To assign the topic, click the **Assign** icon and a popup will open where you can enter the assignment details.
- 3 Click the **Speaker** icon, to hear the text read aloud.
- The **Text** menu allows you to switch between Grade-Level Text and Modified Text.



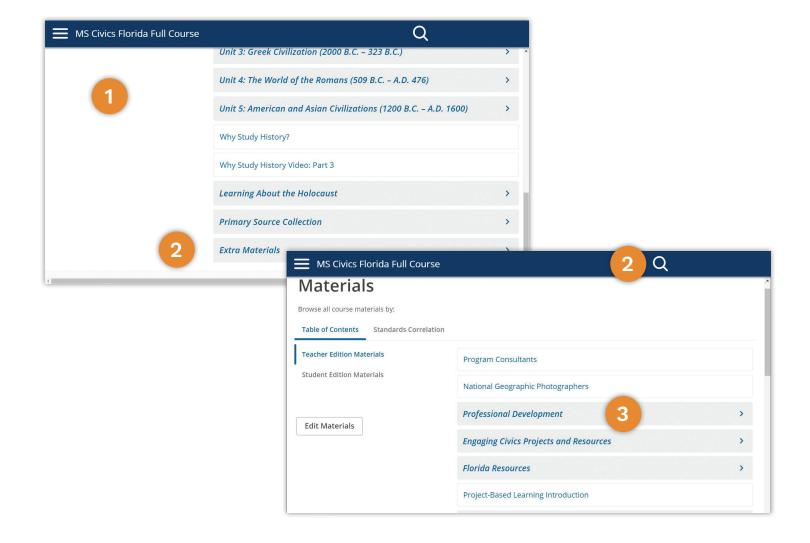


Materials ... Continued

How to Use

Extra Materials include important course materials made available at the bottom of the Table of Contents. These helpful resources include videos, graphic organizers, glossaries, parent resources, and much more.

- 1 Scroll to the bottom of the Materials Table of Contents list.
- 2 Click Extra Materials to see a list of the supplemental resources.
- 3 Click on a category to access the available items.



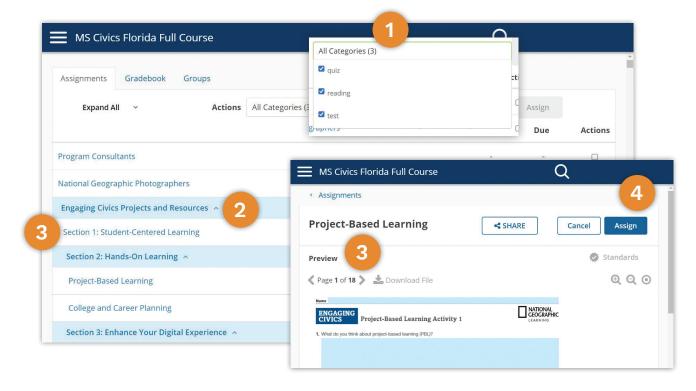
Course Materials and Planning

Assignments

When and Why

To view and assign readings, quizzes and tests, click on the menu icon in the header (three horizontal lines) and select **Assignments**. The Assignments page can also be accessed from a tab at the top of the Gradebook and Groups pages.

- In the **Actions** menu you can filter the list of assignments. Check or uncheck the boxes for quiz, reading, and test.
- 2 Use the arrows to the right of each section title to display or hide the titles of that section's content.
- To **preview and assign a single item**, click on its title. A preview of the content will open. If there are multiple pages, use the left and right arrows above the content to navigate through them.
- 4 Click the **Assign** button at the top of the preview page and enter the assignment details.



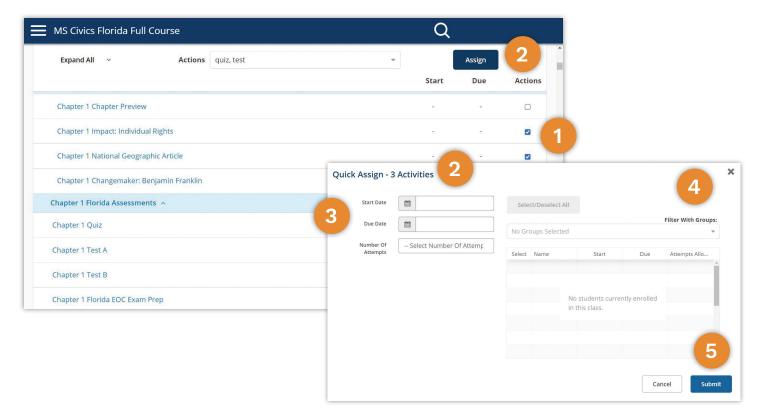


Assignments ... Continued

How to Use

Use the **Quick Assign** feature to assign multiple items to the same set of students when the assignments have the same start and due dates.

- On the Assignments page, click on the **checkbox** next to each item you want to assign.
- Click the **Assign** button at the top of the page. A Quick Assign popup will display.
- 3 Enter the **Start and Due Dates** for the assignments. Select the allowed **number of attempts** from the dropdown menu.
- The list of students enrolled in the course is displayed. If you have created Groups, to filter the list.
- 5 Click the **Submit** button at the bottom of the screen to save and schedule the assignment.



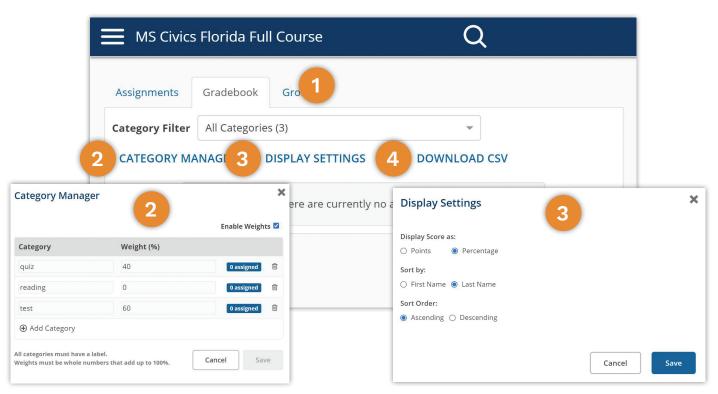
Grading and Administration

Gradebook

When and Why

To grade assignments and view grades, click on the menu icon in the header (three horizontal lines) and select **Gradebook**. The Gradebook can also be accessed from a tab at the top of the Assignments and Groups pages.

- Use the Category Filter menu to filter the list. Check or uncheck boxes to view quiz, reading, and/or test assignments.
- 2 Category Manager opens a popup where you can add categories and adjust the weight assigned to each. Total must equal 100%.
- In Display Settings, you can choose whether to display the scores as points or percentages. You can also change the Sort by and Sort Order options.
- 4 Click Download CSV to download the grades as a CSV (comma-separated values) file.



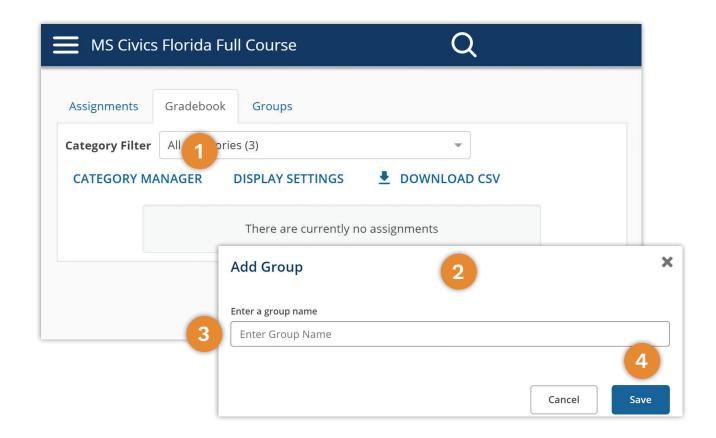


Groups

When and Why

You can create groups and assign students to them. Click on the menu icon in the header (three horizontal lines) and select **Groups**. The Groups page can also be accessed from a tab at the top of the Assignments and Gradebook pages.

- 1 Click the Add Group button to add a new group.
- 2 The Add Group popup will open.
- 3 Type the name of the new group into the text box.
- 4 Click the Save button.



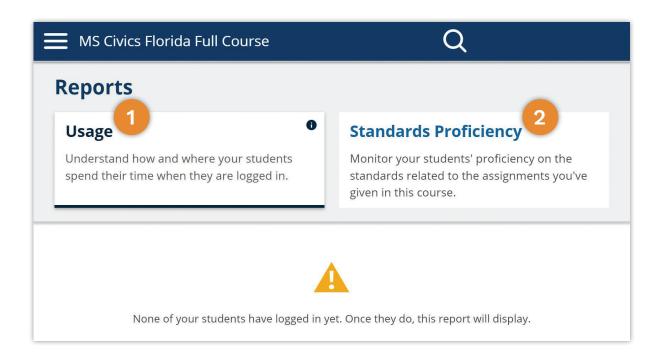
Grading and Administration

Reports

When and Why

Usage and Standards Proficiency reports can be accessed on the Reports page. Click on the menu icon in the header (three horizontal lines) and select **Reports**.

- 1 Click the **Usage** button to see where your students are spending their time when they are logged in to the course. Data is updated every 24 hours.
- 2 Clicking on **Standards Proficiency** will allow you to track your students' proficiency on the standards related to the assignments you've given.



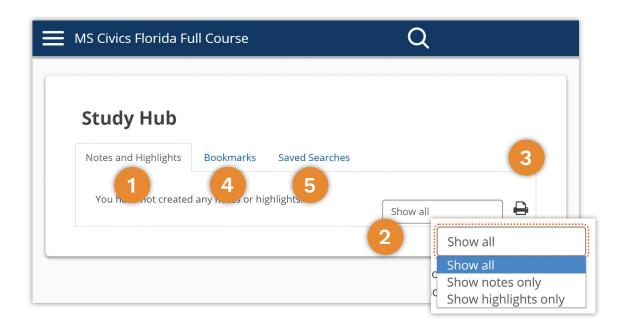


Study Hub

When and Why

All your saved notes, highlights, bookmarks and searches are available in the Study Hub. Click on the menu icon in the header (three horizontal lines) and select **Study Hub**.

- The **Notes and Highlights** tab displays the Notes and Highlights you have saved in the course.
- Click on the **Show All** drop-down menu if you wish to limit the display to Notes only or Highlights only.
- 3 Click the **Printer** icon to request a printout of your Notes and Highlights.
- The **Bookmarks** tab displays the bookmarks you have saved in the course. Click on a bookmark to jump to that location.
- The **Saved Searches** tab displays the searches you have saved in the course. Click on any of the search items to search for that text again.



Grading and Administration

View As Student

When and Why

A view of the student edition of the course and current assignments is available by clicking on the menu icon in the header (three horizontal lines) and selecting **View As Student**. This will open the student edition in a new browser window.

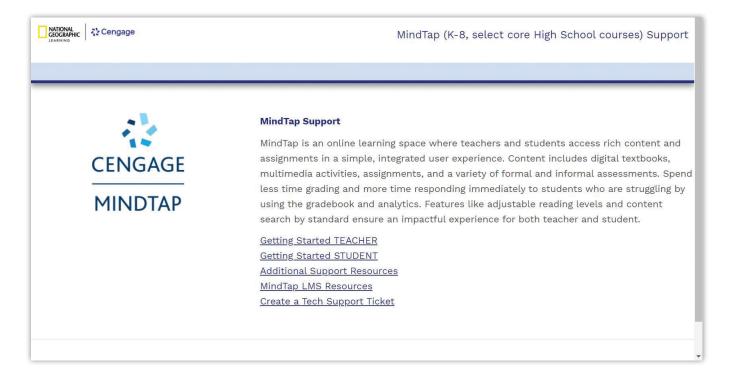
- 1 Click on the three lines in the upper left corner of the student view to open the student content menu. Select **Home** on the menu to return to this page from anywhere in the student edition.
- 2 Click on **Materials** to view the student edition materials.
- 3 Click **Assignments** to view a list of the ones that have been assigned.
- 4 All of the notes, highlights, bookmarks, and searches that you have saved in the student edition are available in the **Study Hub**.
- **Support** opens a page that has links to helpful MindTap system resources. This opens in a new browser window.
- 6 **Logout** logs you out of the course (both teacher and student editions).





Support

The MindTap Support page provides links to additional helpful resources for the MindTap system. Click on the menu icon in the header (three horizontal lines) and select **Support**. The page will open in a new browser window.



Logout

When you are ready to exit the MindTap system, click on the menu icon in the header (3 horizontal lines) and select **Logout**. This will log you out of both the teacher and student editions of the course.

Digital and Print Resources

Resources are on MindTap, National Geographic Learning's Online Learning Platform



Student Edition



Teacher's Edition

Student Resources Available:

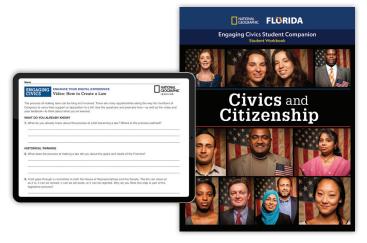
- Complete Student Edition
- Unit Introductions Featuring National Geographic Photographers
- National Geographic Articles
- Civics At Work
- Florida Correlations
- Interactive Think About Civics' questions at the end of each lesson
- Modified Text (presents the same content at two grade levels below the targeted grade)
- ReadSpeaker
- StoryMaps with Digital Mapping
- Video Library with National Geographic Videos
- Vocabulary and Reading & Note taking Practice
- Florida End of Course Practice
- Project-Based Learning
- Primary Source Collection
- Parent Resources—English and Spanish
- Handbooks
- Glossaries

Teacher Resources Available:

- Complete Teacher's Edition with Course Customization
- Florida Correlations
- Assignment App
- · Gradebook with auto-grading
- eAssessment including Section Quizzes,
 Chapter Tests, Unit Tests, and Florida End of Course Practice
- Video Library with National Geographic Videos
- College and Career Readiness activities
- Project-Based Learning
- Reporting and analytics
- Ability to create student groups
- Parent Resources—English and Spanish
- PowerPoint Library
- Graphic Organizers
- Handbooks
- Glossaries
- Cognero Test Engine with Test Questions



Student Print and Digital Resources

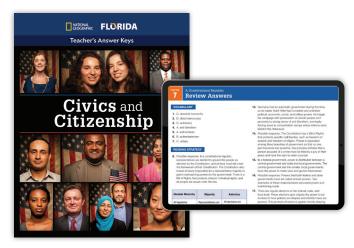


Engaging Civics Student Companion



Knowledge, Concepts, and Skills Student Workbook

Teacher Print and Digital Resources

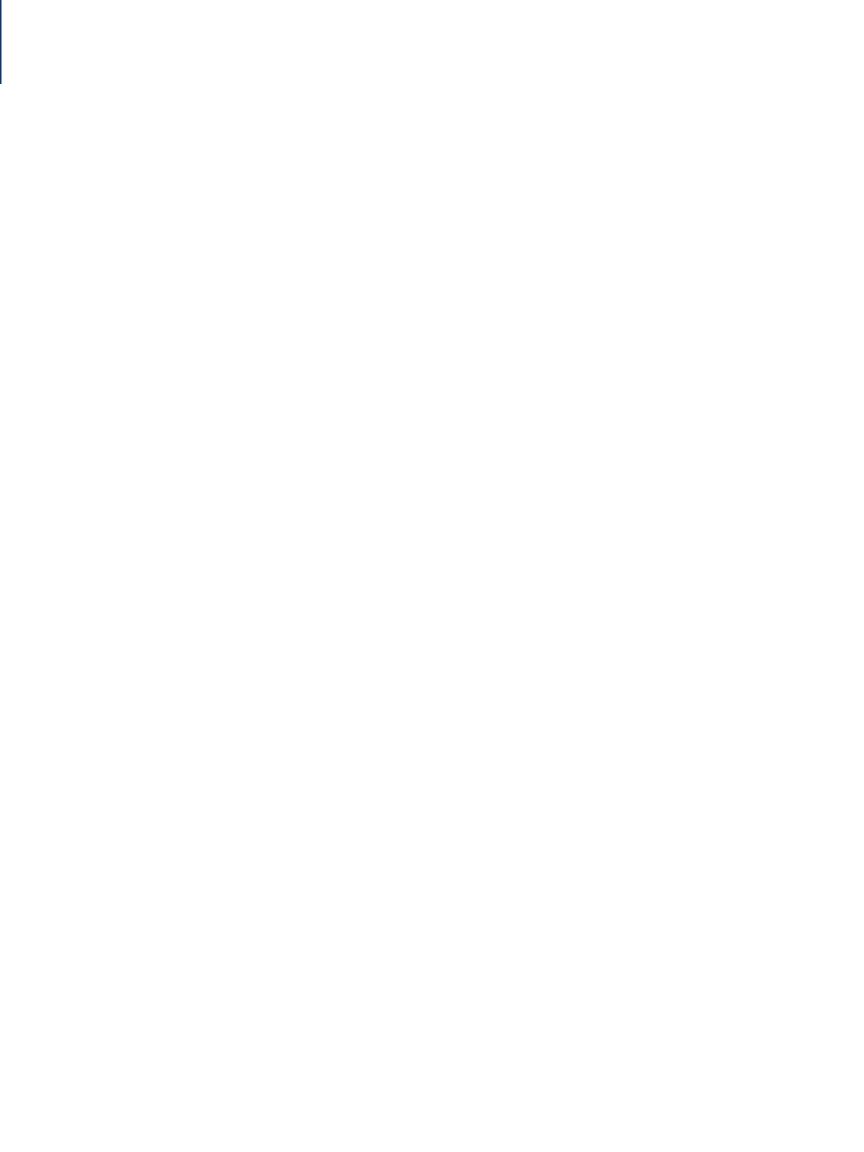


Teacher's Answer Keys



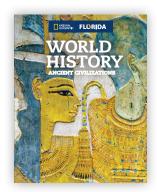
Florida Assessments and Resources



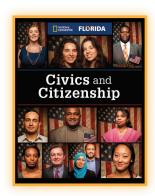




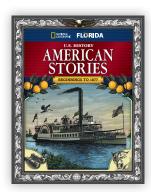
Middle School



World History Ancient Civilizations

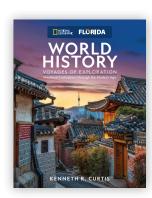


Civics and Citizenship



U.S. History American Stories Beginnings to 1877

High School



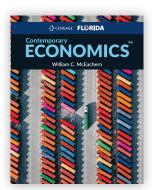
World History Voyages of Exploration Medieval Civilizations through the Modern Age



U.S. History America Through the Lens 1877 to the Present



American Government



Contemporary Economics

Your Learning Your Journey Your World



Learn more!

NGL.Cengage.com/ **FLSocialStudies**









