Quick Start Guide
This is a helpful guide to get you started with EducationCity.

We’re going to cover:
1. Logging In & User Types
2. Homepage
3. Content
4. Admin & Teacher Features
5. Student Features
6. Support Options

1. LOGGING IN & USER TYPES
So that users only see content that’s relevant for them, EducationCity has three user-specific logins: Administrator, Teacher and Student.

ADMINISTRATOR
Administrators are ideally the person who leads the implementation of EducationCity for the school, such as a grade-level lead, principal or a technology teacher. They can manage all users and control schoolwide settings.

TEACHER
Teachers have their own login, providing them with quick access to Teacher Features and each student’s account information and scores.

STUDENT
Students can have their own login too, and once logged in, all their scores are saved automatically to their account, also giving teachers greater visibility into student progress.

EducationCity also provides a School login but it is recommended to upload the three separate user types as shown above.

BEST PRACTICES FOR ADMINISTRATORS
1. Upload your users to Manage Users for lots of benefits, such as ensuring the best use of MyCity assignments and SuccessTracker progress monitoring.
2. Admins and Teachers can upload Classes and Groups, which are perfect for setting work for classes, or differentiating learning for sets of students, such as similar-ability groups, subject groups, or even after-school or homework clubs.
3. You can personalize your school’s account via Preferences to adapt it to suit your needs.
2. HOMEPAGE

When you log in, you’ll reach the homepage. This starting point includes quick access to many of the key areas within EducationCity.

HOMEPAGE BEST PRACTICES FOR ADMINS/TEACHERS

1. Find Helpful Features with Admin/Teacher Features
   Admin/Teacher Features are accessible from the left-hand sidebar anywhere in the product. They provide you with time-saving features, such as MyCity for lesson planning and assignment creation, and SuccessTracker for tracking scores.

2. Locate Content by Keyword, Subject or Standard
   The Search Content feature is also accessible from the homepage and anywhere in the program, allowing you to find relevant content with keywords. You can also find content by subject or standard with Subjects and the Standards Map, making finding content simple.

3. See Students’ Last Login Date
   Admins and Teachers can see when their students have logged in via the Student Overview tab, which is great for tracking who’s completing work.

4. Use Resources for Support
   You can also access really helpful tools via the Resources section, which is great for free content and support documents.
3. CONTENT

Adding more flexibility to your teaching, to find a piece of content on EducationCity, you can simply click into Subjects and then choose your grade level or go to the Standards Map and then choose a resource by strand. From there, you can access various content types, all aligned to state and Common Core standards.

ACTIVITIES

Activities engage and inspire, providing targeted practice to reinforce concepts. Students can work independently in the default mode, and scores are recorded in real time. In whiteboard mode, teachers can use Activities for modeled or guided practice to control the pace and offer reinforcement as needed to their class or group.

TOPIC TOOLS

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

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 – ideal for rewarding learning.
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.

VIDEOS

Videos are an engaging way for students and teachers to support and reinforce learning across the curriculum.

BUNDLES

Bundles are a cross-curricular area which provides content that is designed to support the teaching of common classroom-based topics such as phonics and times tables.

Don’t forget! We also have accompanying material such as Teacher Notes, Lesson Ideas, and Activity Sheets aligned to our Activities to help you in your lessons too.

CONTENT BEST PRACTICES

1. Begin with a ThinkIt as a warm-up activity, focused on accessing prior knowledge before diving into a new topic.
2. Try out a Learn Screen during your direct instruction to help introduce a new topic or skill.
3. Assign an Activity to all students giving them meaningful practice to show what they know – results will be delivered to you in real time.
4. ADMIN/TEACHER FEATURES

There are a number of features in EducationCity which can help teachers with instruction.

MYCITY

MyCity allows you to create individualized learning pathways for Classwork or Homework 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!

MYCITY BEST PRACTICES

1. 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 + sign to add.
2. 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. This means you can differentiate learning easily and ensure certain students are accessing curriculum in a self-paced environment.
3. Teachers can track progress in a MyCity in the Tracking tab, which lets you see who has started Classwork/Homework, progress to date, and even those who have completed assignments and met mastery goals.

SUCCESSTRACKER

SuccessTracker allows you to see the Activity scores that have been achieved by your students. It’s ideal for reporting and identifying any gaps in learning.

SUCCESSTRACKER BEST PRACTICES

1. Review saved Activity scores with a personalized data display. Simply select the data you require using a simple tick-box selection, and view data online or export your report.
2. Quickly target student strengths and weaknesses in real time to make informed instructional decisions.
3. Click into specific assignments to review questions answered correctly and incorrectly by individual learners. You can also reassign an Activity to offer students additional practice.

STANDARDS MAP

The Standards Map allows you to find content relevant to the area of the curriculum you are teaching.
STANDARDS MAP BEST PRACTICES

1. The Standards Map is broken down by subject, grade, strand, and standard for easy-to-use options.
2. All resource types can be launched directly from the Standards Map.
3. All resource types can also be quickly added to a MyCity by selecting the + sign. This is a great option if you’re lesson planning before class or building out students’ assignments for the week.

PREFERENCES

As an Administrator user, you have full control of Preferences. Easily make adjustments across the whole subscription.

PREFERENCES BEST PRACTICES

1. Control login methods and edit labels for grade levels and subjects – perfect if you have class names or you want to hide grade levels.
2. Make flexible content changes to various areas including adjusting countdown timers, setting mastery goals, and defining print options.
3. Set preferences for student access to specific areas, both within and outside of school hours.

MANAGE USERS

In the Manage Users 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.

MANAGE USERS BEST PRACTICES

1. Students and Teachers can be bulk uploaded via a CSV file.
2. Students’ information, including username, password, class, or grade level can be updated with a click of a button.
3. You can print usernames and passwords or export them as a CSV file for quick reference. You can also print Home Access letters with student login details to encourage use at home.
4. Creating Classes and Groups is great for differentiated learning, such as building similar-ability groups, subject groups, or even after-school or homework clubs.
5. STUDENT FEATURES
Students have slightly different features to Admins and Teachers.

MYCITY
Students can see all the MyCities set for them, both for Classwork and Homework, and complete independently. Due date reminders and instructions from their teacher helps students determine where to focus their attention.

MYSUCCESS
Students can also access MySuccess which is an area where they can see all their Activity scores. Consider this the student view of the educator’s SuccessTracker. Here, students can monitor progress and revisit content to improve on their scores, so it’s handy for mastery.

6. SUPPORT OPTIONS
Need additional help? Take a look at these resources by pressing the ? at the top.
• User Guides
• FAQs

Contact Us
educationcitysupport@edmentum.com
800.995.5410