

My iCivics Classroom

a guide for teachers

A teacher account allows you full access to all of the iCivics resources contained on the site—including lesson plans and the Drafting Board tools which cannot be viewed by students. Once you've signed up, you can establish virtual classrooms, send out assignments, track student progress, and manage class discussions.

These step-by-step instructions will help you set up an account and use the newly redesigned iCivics site.

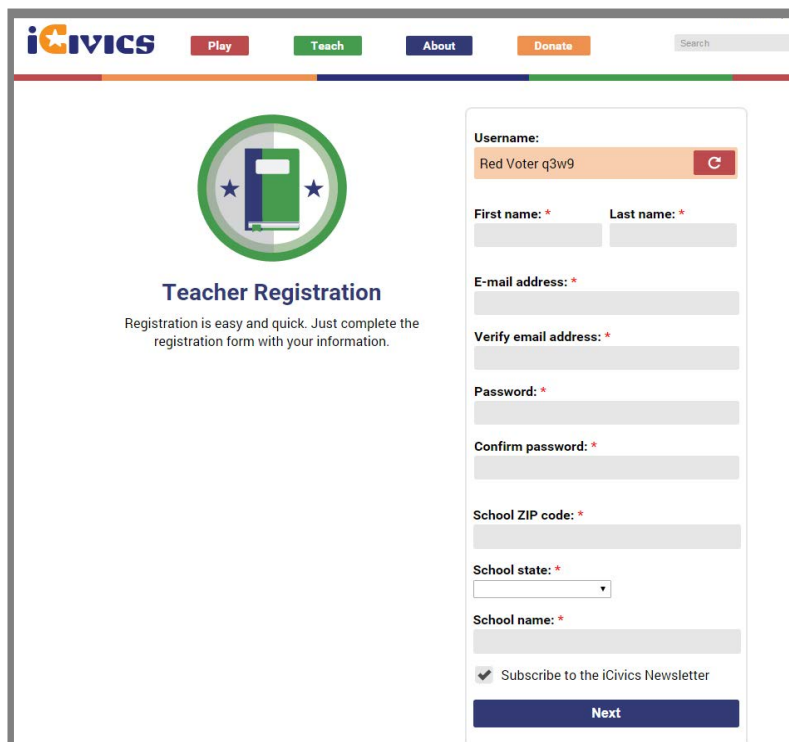
I. Getting Started

A. CREATING AN ICIVICS TEACHER ACCOUNT:

1. Go to www.icivics.org and click on the "Join iCivics" button in the top right corner.
2. On the registration screen, click the green "Teacher" button.
3. You will be provided a Username, which will be visible to other users on the site. Although you cannot create your own Username, you may click on the red refresh button until you find a name you like. Make sure to remember your Username and password.
4. Complete the other fields—fields with an orange asterisk * are required.
5. By registering, you will receive the iCivics newsletter. If you do not wish to receive the newsletter, you can opt out later in the "edit your profile" section.
6. Once you have completed the form, click "Next" at the bottom of the page.
7. You will receive a verification email from iCivics within 24 hours, although it is usually immediate. To complete the registration process, you must click the "activate now!" button contained in the email.

Time & Technology Requirements:

- Internet access
- Account registration is *free* and takes approximately 2-3 minutes.



The screenshot shows the iCivics website's Teacher Registration page. The header includes the iCivics logo and navigation buttons for Play, Teach, About, and Donate. The main content area features a circular icon with a book and stars, and the text "Teacher Registration" followed by "Registration is easy and quick. Just complete the registration form with your information." The registration form itself includes fields for Username (with a refresh button), First name, Last name, E-mail address, Verify email address, Password, Confirm password, School ZIP code, School state (dropdown), School name, and a checkbox for "Subscribe to the iCivics Newsletter". A "Next" button is at the bottom of the form.

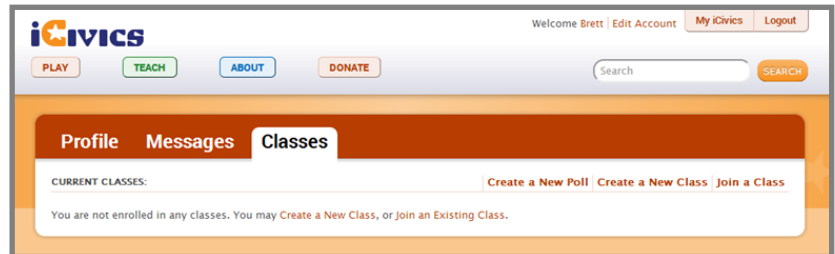
B. LOGGING IN:

1. Go to www.icivics.org, and click on the "Log In" button in the top right corner of the page.
2. Enter your email address and password and click "Log me into iCivics."

II. Setting Up Your Classroom

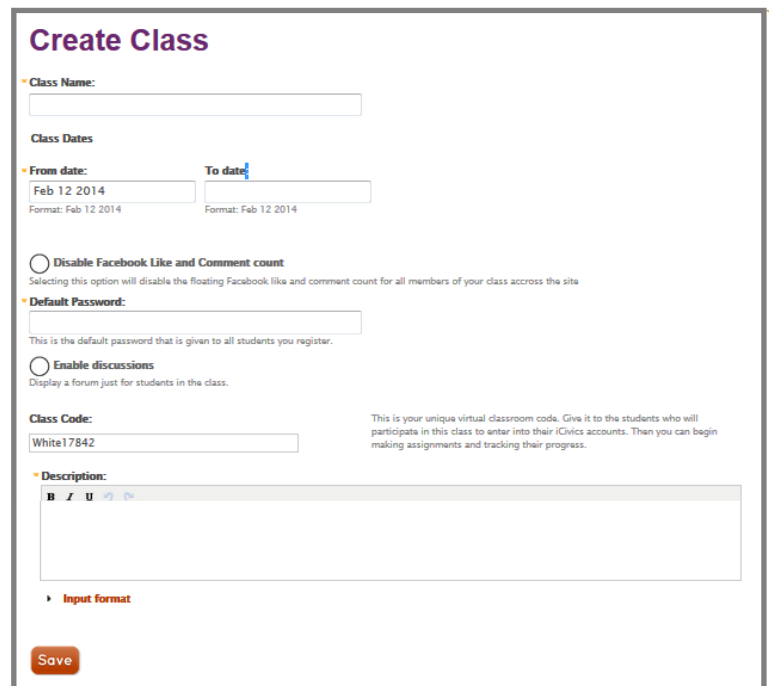
A. CREATING A VIRTUAL CLASSROOM

1. Click on the "My iCivics" in the top right corner when you are logged in.
2. Select the "Classes" tab in the middle of the screen .
3. Click on the "Create a New Class" option on the right side of the screen.
4. You will notice several customizable class options. The only required information is marked with an orange asterisk (*). In addition to naming your class, setting a password, and determining the class dates, other class setting options can be seen in the table below.
5. Click "Save" at the bottom of the page when you are finished.



Class Settings Options:

- **Class Name:** Enter the title of your class. Example– 1st Period Civics
- **Class Dates:** Set the start and end dates for this class.
- **Default Password:** This is the default password that you can give to all students you register who do not have email accounts. You can set up the same or different password for all of your classes.
- **Enable discussions:** This function allows students in your class to discuss the topics that you create. (*Note: the default is to not have discussions enabled*).
- **Class Code:** This is unique to your class. Each of your students will need the Class Code to join the class. You'll be able to see the Class Code on your "My iCivics" page once the class is set up.
- **Description:** Use this space to describe to provide students relevant information describing the course and its curriculum.



Create Class

* Class Name:

Class Dates

* From date: To date:
Format: Feb 12 2014

Disable Facebook Like and Comment count
Selecting this option will disable the floating Facebook like and comment count for all members of your class across the site

* Default Password:
This is the default password that is given to all students you register.

Enable discussions
Display a forum just for students in the class.

Class Code:
This is your unique virtual classroom code. Give it to the students who will participate in this class to enter into their iCivics accounts. Then you can begin making assignments and tracking their progress.

* Description:

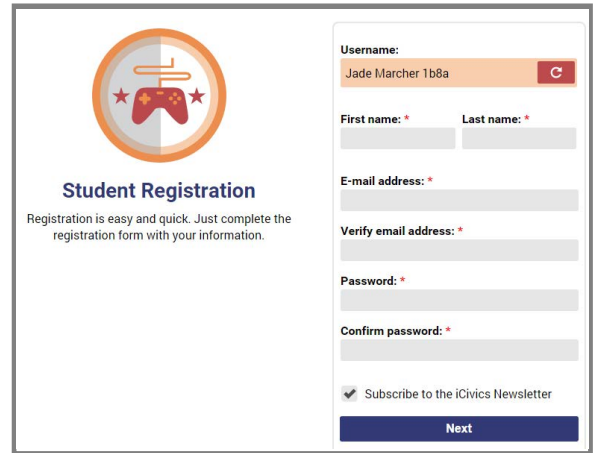
Input format

Save

B. ADDING STUDENTS TO A CLASS

Student-Created Accounts: This requires the students to have their own email addresses to create new accounts.

1. Have your students go to www.icivics.org, and click on the "Join iCivics" button in the top right corner.
2. Instruct them to select "Student" and enter their information as you did when you set up your account. On the registration page, students should enter your Class Code. Students will need to confirm their account by clicking on a link sent to the email address that they use to register the account.
3. Once your students are linked to your account, you can track their progress on the site.

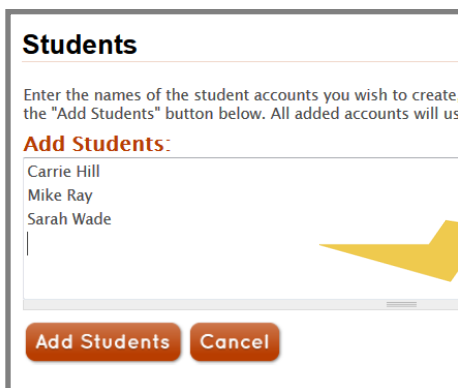


The screenshot shows the "Student Registration" form. It includes a logo with a game controller and stars. The form fields are: Username (Jade Marcher 1b8a), First name, Last name, E-mail address, Verify email address, Password, and Confirm password. There is a checkbox for "Subscribe to the iCivics Newsletter" and a "Next" button.

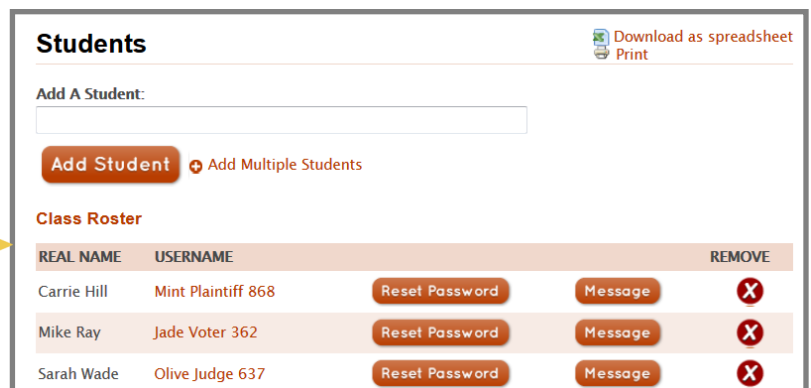
*If a student already has an iCivics account, she/he can join the class by logging in, clicking on the Classes tab on their My iCivics page. "Join a Class" will take them to a screen where they can enter your class code.

Teacher Created Accounts: This option is best if your students do not have email accounts.

1. iCivics gives teachers the option to add their students manually so that students do not have to create an account with their own email addresses.
2. Once your class has been created, go to the "Add Students" tab. When redirected to the new page, you can add multiple students by clicking "Add Multiple Students".
3. Enter the first and last names of your students. The system will then assign each student an iCivics Username. Each student's default password will be the class password you selected when you created your class. You also have the option to reset each student's password, if you prefer different passwords.
4. Give your students their usernames and passwords. They can now log in, play, and participate in your virtual classrooms!



The screenshot shows the "Add Students" form. It has a text input field for names and a list of example names: Carrie Hill, Mike Ray, and Sarah Wade. There are "Add Students" and "Cancel" buttons at the bottom.



The screenshot shows the "Class Roster" table. It has a header with "REAL NAME", "USERNAME", and "REMOVE". The table contains three rows of student information, each with "Reset Password" and "Message" buttons.

REAL NAME	USERNAME	REMOVE
Carrie Hill	Mint Plaintiff 868	Reset Password Message X
Mike Ray	Jade Voter 362	Reset Password Message X
Sarah Wade	Olive Judge 637	Reset Password Message X

III. Managing Your Class

A. THE BASICS

1. Log in to iCivics and click "My iCivics" at the top right of the home screen. You will see your classes under the Classes tab.
2. To manage a particular class, click on the class name in the left column.
3. From the class page, you can access class discussions, give your students assignments, make announcements, and see which of your students are currently logged into iCivics.

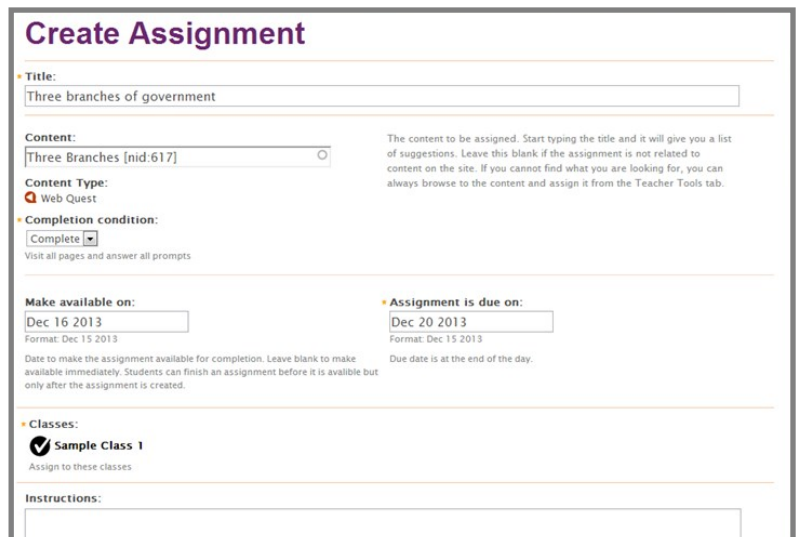
*Remember, you can access different class components by clicking on the titles where you see them on the page.

B. ASSIGNMENTS

Direct your students to any iCivics game, webquest, or Drafting Board module and track their progress.

Creating a New Assignment:

1. Go to My iCivics, and then click on "Classes."
2. Click "Add new" to the right of "Assignments"
3. Name the assignment under "Title" (e.g. "Play CourtQuest").
4. Enter a keyword for the content. iCivics titles will automatically be suggested based on your keywords. For example, entering "court" will suggest the game Court Quest as well as the web quests In the Courts and The Courts in a Nutshell.



Create Assignment

* Title:

Content: The content to be assigned. Start typing the title and it will give you a list of suggestions. Leave this blank if the assignment is not related to content on the site. If you cannot find what you are looking for, you can always browse to the content and assign it from the Teacher Tools tab.

Content Type: Web Quest

* Completion condition: Visit all pages and answer all prompts

Make available on: Format: Dec 15 2013 Date to make the assignment available for completion. Leave blank to make available immediately. Students can finish an assignment before it is available but only after the assignment is created.

* Assignment is due on: Format: Dec 15 2013 Due date is at the end of the day.

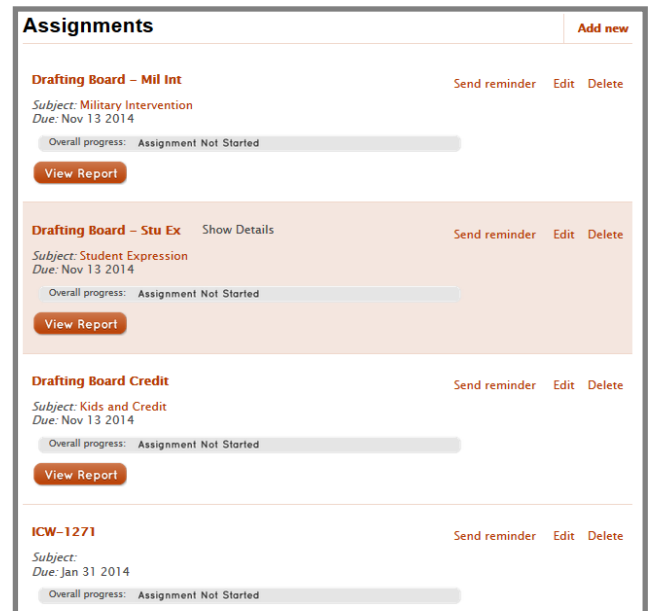
* Classes: Sample Class 1 Assign to these classes

Instructions:

5. Assign a due date using the pop-up calendar which automatically appears when you click on the field.
6. Decide which date to make the assignment available for your students to view. Leaving this field blank will make the assignment available immediately.
7. You must assign a "completion condition" for the assignment from the drop-down menu. This tells the system what student activity you want it to track. By choosing the "complete" option from the drop down menu you will be able to track and save your students' progress.
8. You can choose to make the assignment available to more than one class by choosing multiple classes for which you'd like to provide the assignment. Note: if you want to have different due dates or instructions, you will have to go into each class page to edit the assignment. See "edit assignment" instructions below.
9. Click "Save" to finish creating the assignment.

Viewing Assignments:

1. Go to My iCivics and click on "Classes."
2. Click on the specific class you'd like to see
3. To view all assignments given and completed, click "See all" to the right of "Assignments."
4. You will also be able to see the details of the assignment, as well as view the student achievement report from this page.



Assignments Add new

Drafting Board – Mil Int Send reminder Edit Delete
 Subject: Military Intervention
 Due: Nov 13 2014
 Overall progress: Assignment Not Started
 View Report

Drafting Board – Stu Ex Show Details Send reminder Edit Delete
 Subject: Student Expression
 Due: Nov 13 2014
 Overall progress: Assignment Not Started
 View Report

Drafting Board Credit Send reminder Edit Delete
 Subject: Kids and Credit
 Due: Nov 13 2014
 Overall progress: Assignment Not Started
 View Report

ICW-1271 Send reminder Edit Delete
 Subject:
 Due: Jan 31 2014
 Overall progress: Assignment Not Started

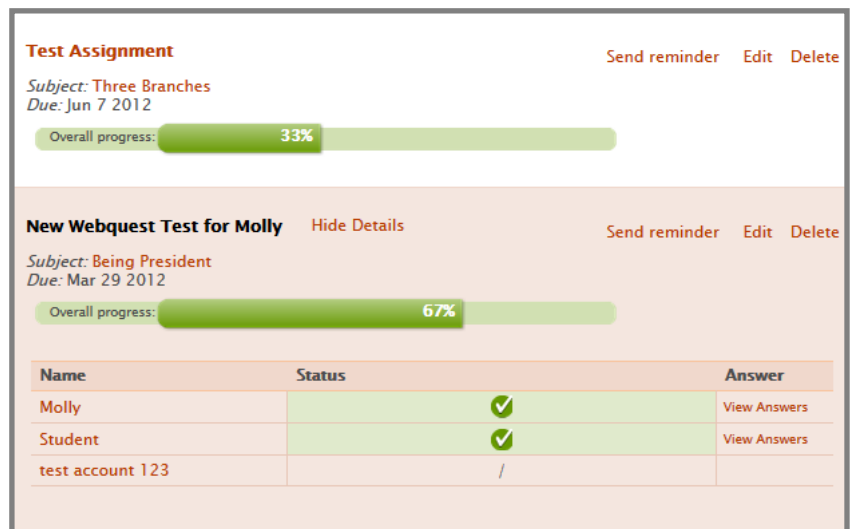
Editing Assignments:



1. From your class page, click on the specific assignment under "Assignments."
2. On the assignment's page, click on "Edit" on the right side of the screen.
3. You may change the assignment's title, due date, available date, and instructions.
4. Click "Save" at the bottom of the page to update your assignment.
5. To delete the assignment, click "Delete" at the bottom of the screen.

Viewing My Students' Progress:

1. From your class page, click on the specific assignment under "Assignments".
2. All of your students are listed at the bottom of the page. Those who have completed the assignment will have a green check mark next to their names.
3. If a WebQuest is assigned, you can click to see student answers in the right column.
4. You can also click on individual students, and then select "Game Sessions" to see how many games they have played and how well they have done.



Test Assignment Send reminder Edit Delete
 Subject: Three Branches
 Due: Jun 7 2012
 Overall progress: 33%

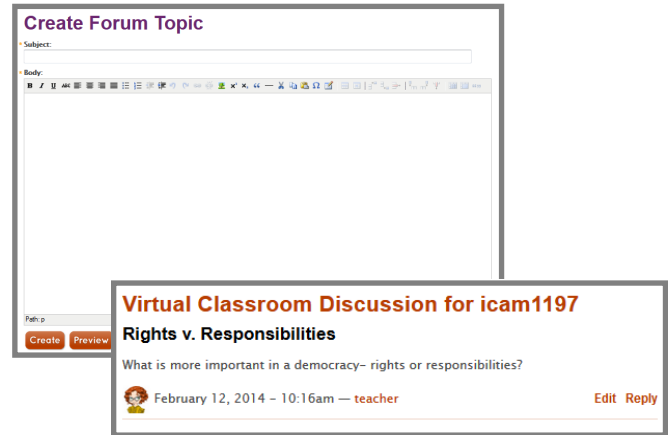
New Webquest Test for Molly Hide Details Send reminder Edit Delete
 Subject: Being President
 Due: Mar 29 2012
 Overall progress: 67%

Name	Status	Answer
Molly	✓	View Answers
Student	✓	View Answers
test account 123	/	

C. DISCUSSIONS Post a topic and prompt responses from your students. They are a great way to dive deeper into iCivics content with your class! Remember: You must enable discussions if you want to use them. You can do this either when you set up your class or afterwards by clicking on "Settings".

Creating a New Discussion Topic:

1. From your class page, click on "Add new" in the Discussions Section.
2. Give your forum topic a subject and body text.
3. You may preview the item before you post, or go ahead and create.
4. Students will see this discussion prompt and can reply.



Viewing Class Discussions:

1. From the My iCivics page, click on Classes tab to see an overview of discussions and responses.
2. To view in more detail, select Discussions after clicking on a specific class. The most recent discussion topics will also be displayed under the heading. Note: unlike assignments, you must enter a discussion topic separately for each class.

icam1197			Settings
CLASS CODE	ANNOUNCEMENTS <small>Add new</small>	ASSIGNMENTS <small>Add new</small>	DISCUSSIONS <small>Add new</small>
Rehnquist86458	There are currently no announcements for this class	<p>Not electoral Due: Feb 28 2014</p> <p>Electoral Due: Feb 28 2014</p>	<p>Rights v. Responsibilities Feb 12 2014 - 10:16am 0 comments</p>

D. ANNOUNCEMENTS You can give students important class information delivered directly into their iCivics inbox. Unlike Discussions, students cannot comment on Announcements.

Creating New Announcements :

1. From "My iCivics" page, click on "Announcements" and "Add new" to the right.
2. Enter the relevant information in the title and body fields.
3. You can schedule the date an announcement is published and removed. If you leave these fields blank, the announcement will be immediately visible in your students' accounts.
4. Click "Send" to publish your announcement to the class.

Announcements can be handy for reminding students of due dates, school events, permission slip deadlines and more!

Viewing Announcements:

1. Go to the "My iCivics," page and click on "Announcements".
2. To view all assignments given and completed, click "See all" to the right of "Announcements" on a specific class. The most recent announcements will also be displayed under the heading.

IV. Using Site Content

A. SITE NAVIGATION

Using the iCivics Curriculum: Our Teach hub provides you with a number of ways to engage with our content.

1. To see the full list of the curriculum units, click on the Curriculum Units product, or just expand the listing below.
2. The iCivics "Scope and Sequence" document outlining each unit can be found on the Curriculum Unit product page.

iCivics Products: Perfect if you are looking for a particular type of curriculum product.

1. Click on the desired curriculum product — Units, Lesson Plans, Games, Drafting Board, DBQuest, or WebQuests. You will be taken to a landing page for that product.
2. Each page offers an overview video, list of resources, and a guide for teachers.

Use our standards search tool at the top of the landing page to find specific lessons tied to the standards in your state.

WELCOME TEACHERS
iCivics supports you with effective and engaging digital resources for your classroom and students.
Sandra Day O'Connor. [VIEW NOW!](#)

STANDARDS SEARCH
Select State Submit Powered by Academic Benchmarks

iCIVICS PRODUCTS

- Curriculum Units**
Check out all of iCivics' content organized into units of study.
- Lesson Plans**
Print-and-go lesson plans make civic learning fun and, relevant, and easy.
- Games**
Expand the learning experience for your students by putting them in the action...
- Drafting Board**
Drafting Board has received a makeover! The Beta version of our argumentative writing tool was released May 30, and...
- DBQuest**
DBQuest challenges students to tackle important civic questions using primary source documents and analytical skill...
- WebQuests**
Our WebQuests help students connect civics concepts to the real world.

FOUNDATIONS OF GOVERNMENT | ROAD TO THE CONSTITUTION | THE CONSTITUTION | THE LEGISLATIVE BRANCH
THE EXECUTIVE BRANCH | THE JUDICIAL BRANCH | STATE AND LOCAL GOVERNMENT | CITIZENSHIP & PARTICIPATION
POLITICS AND PUBLIC POLICY | MEDIA AND INFLUENCE | CIVIL RIGHTS | INTERNATIONAL AFFAIRS | GOVERNMENT & THE MARKET
LANDMARK LIBRARY | INFLUENCE LIBRARY | GEOGRAPHY LIBRARY | COUNTY SOLUTIONS | PERSUASIVE WRITING
BOYS & GIRLS CLUBS OF AMERICA

iCivics Products:

- **Lessons:** Print-and-go lesson plans make civic learning fun, relevant, and easy. Lessons may include PowerPoints, and ALL are aligned to state standards.
- **Games:** Expand the learning experience for your students by putting them in the action. Each game is accompanied by a teacher guide with tips for game play, pre- and post-game discussion questions and ideas for additional activities.
- **Drafting Board:** Guide your students through the process of producing a clear and polished argumentative essay. This blended learning tool brings the skills of writing persuasively together with civic topics that matter to your students.
- **DBQuest:** DBQuest challenges students to tackle important civic questions using primary source documents and analytical skill.
- **Webquests:** Our webquests help students connect civics concepts to the real world with readings and questions that link to specific web resources. Webquests can be used on individual computers or by the whole class using a projector or a smart board

B. IMPACT POINTS

- The points you and your students earn through game play and activities on the site can be put to good use! Every three months, iCivics selects a handful of youth-driven community service projects from Ashoka Youth Ventures.
- Donate your points to the projects you like, and see which one receives the most support! At the end of each competition, iCivics will donate \$1,000 to the winning project.
- To see the impact projects, go to the impact page at: icivics.org/impact



V. Frequently Asked Questions

Question: What internet browsers does iCivics support?

Answer: In general, all browsers that support the HTML and JavaScript requirements will work, but each browser has its own little quirks that need to be specially handled. The following browsers have been tested and confirmed as compatible with the iCivics site. Recommended Browser Versions: Chrome, Internet Explorer 9, Firefox 10, Safari 5.

Question: How can I find out if a piece of iCivics curriculum is aligned with my state standards?

Answer: All iCivics games, lesson plans, and web quests have been linked to standards from all 50 states, the District of Columbia, the USVI, and Common Core ELA. You can search iCivics content by a specific standard by using the Standards Search on the Teach hub page, or from any individual resource page.

Question: How can I see how well my students did on a game?

Answer: You can check in on your students' progress a number of different ways.

1. Assign the game to your class and use the iCivics Classroom feature to see scores and play data.
2. Have students print and collect their game play certificates to show you.
3. Using your iCivics Classroom, click on a student's name to see his/her profile page and play history.

Question: How do the avatars work?

Answer: When you create an account, you can customize your iCivics avatar however you like. As you and your students play more games and earn more Impact Points, you can unlock achievements that will let you customize your avatars in unique ways.

More information and Frequently Asked Questions can be found at our Help Desk, icivics.org/help-desk