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Student eEdition
IMPLEMENTATION GUIDE

NATIONAL GEOGRAPHIC | Hampton-Brown

Contents

About Implementing the Student eEditions

In this guide, you will find instructions for implementing the Inside and Edge Student eEditions from National Geographic School Publishing (NGSP). Each Inside and Edge eEdition is a digital version of the printed student book with professionally recorded audio synchronized to selection readings and links to external websites. The eEditions also include highlighting, note-taking, and search tools, as well as a glossary. Student eEditions are available on CD-ROM and online. Table A gives eEdition ordering information with ISBNs for each format and level by program.

The CD-ROM and online versions of the eEditions provide the same page content and require a sound card and headphones (or speakers) to listen to the audio recordings. Access to the online eEditions requires an Internet connection. Students will also need usernames and validation codes (also referred to as "key codes" and "passwords").

Students can access the eEditions on CD without a validation code but will need an Internet connection to open links to external websites and PDFs.

Implementing the CD Version

The Student eEdition CD-ROM runs directly from the CD and cannot be installed onto computers. Internet access is not required to use the eEdition, but it is recommended for access to PDFs and external links. To ensure the best performance, it is best to check each student computer for compliance with the minimum system requirements shown in Table B.

To open the CD version of an eEdition on a Mac® or Windows® operating system, insert the disc into CD-ROM drive. Then,

Windows

If program does not start automatically, open My Computer and:

Double-click the CD drive.

Double-click the Hampton-Brown icon.

Mac

Double-click the Hampton-Brown icon.

It's a good idea to test the CD on student workstations two weeks prior to use. To do so, open the eEdition and flip through student book pages by clicking the arrow keys. If the computer meets the minimum system requirements, pages will load in a few seconds.

Implementing the Online Version

Because the online Student eEdition is a web-based tool, implementation is a simple process. See the checklist provided in Table B. We request some basic information about participating teachers (see the next section) to generate student usernames and validation codes. The following shows a recommended implementation timeline for the online version. Consider planning for these implementation tasks in the four weeks prior to student use.

Implementation Timeline
Week 1: Ordering
• Order eEditions
Week 2: District Import
• Complete & submit district import template* • Announce eEditions to participating schools & teachers
Week 3: Site Readiness
• Confirm site readiness
Week 4: Announcement
• Confirm import & account activation*

*Online eEditions only

Usernames and Validation Codes

Once National Geographic School Publishing receives your online eEdition order, our Customer Service Representative will email a district import template to your subscriber contact. The district import template is an Excel file for recording the number of eEditions needed at each level. The file is organized by teacher. We use the information to generate student usernames and validation codes, which we distribute on cards in a PDF.

If we receive teacher email addresses in the import file, we can email a PDF to each teacher. Teachers can then print the PDF and hand out a card to each of their students. Or, teachers can post the information at each workstation. Students do not need to log-in with the same information each time they access their eEdition. However, if students are saving notes and highlights, they should return to the same workstation. (Notes and highlights are stored in a portfolio file and saved locally.)

District Import Template

The import template includes five fields for teacher information, a field for activation date, and fields for recording the number of 1- or 6-year subscriptions for each eEdition level. Our Technical Support Representatives can assist you in completing the file. We will email the usernames and validation codes to the subscriber contact in one PDF organized by level if you are not able to complete the file. Be on the lookout for a message from "NGSP.COM Website".
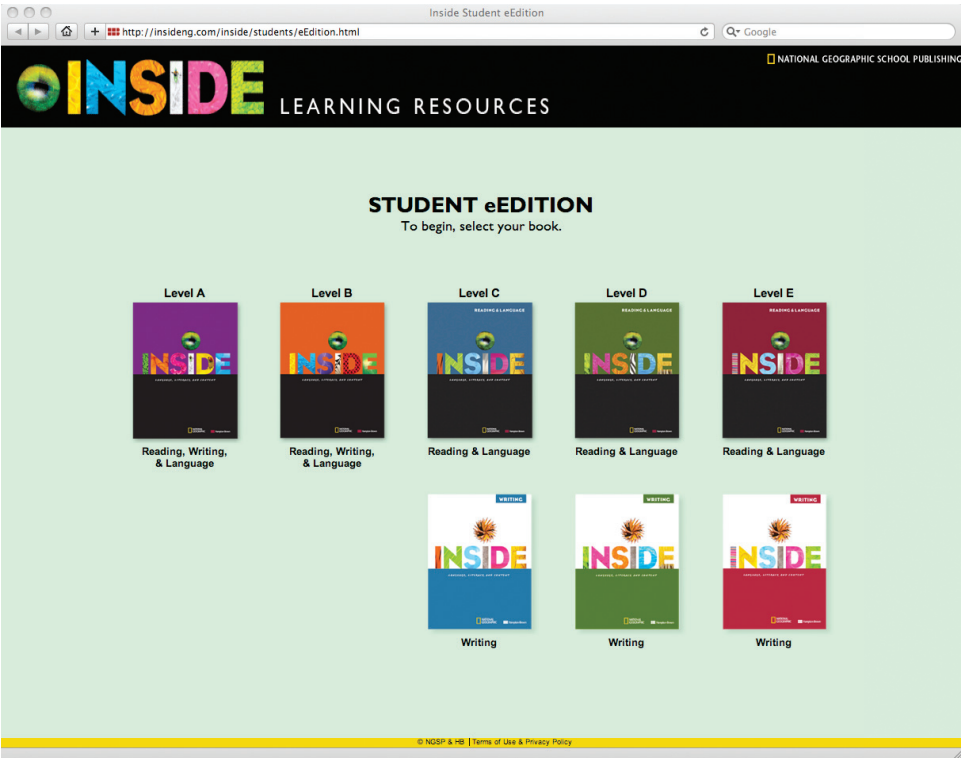
Administrator Worksheet		
Field	**Character Limit**	**Notes**
District Name	50	Fill in for the district name for each participating teacher
School Name	50	Fill in the school name for each participating teacher
First Name	30	Fill in a first name for each participating teacher
Last Name	40	Fill in a last name for each participating teacher
Work e-Mail Address	n/a	Fill in an email for each participating teacher; NGSP will send eEdition usernames and validation codes to this address
Activation Date	n/a	Fill in the date on which you would like your subscriptions to begin using the format dd/mm/yyyy; NGSP will email usernames and validation codes on this date
1 Year Subscriptions (1 field per level)	n/a	In the columns for each *Inside* or *Edge* Level, enter the number of 1-year subscriptions for each teacher
6 Year Subscriptions (1 field per level)	n/a	In the columns for each *Inside* or *Edge* Level, enter the number of 6-year subscriptions for each teacher

* Required Field

Testing Student Computers

To ensure the best performance, it is best to check each student computer for compliance with the minimum system requirements shown in Table C. To test the online eEdition on local workstations after receiving your usernames and validation codes,

1. Navigate to https://student.insideng.com or https://student.hbedge.net.
2. Click the Student eEdition link.
3. Select a book cover and enter a username and validation code in the log-in screen.
4. After the eEdition loads, use the forward navigation arrow to flip through the student book pages. If the computer meets the minimum system requirements, pages will take no longer than a few seconds to load.

Inside Student Book eEdition links page

Providing Local Support

Preparing Teachers

It's helpful to prepare teachers for the Student eEdition. Announce the new tool as early as possible in the school year. For districts purchasing the CD version, encourage teachers to load a disc and explore the eEdition. For districts purchasing the online version, ask teachers to visit the eEdition website, verify usernames and validation codes, and explore the new tool.

To: <Participating online Student eEdition administrators and teachers>
Subject: *Inside* Student eEdition

Dear Colleague,

Our district has purchased National Geographic School Publishing's *Inside* Student eEditions for use at home or in the classroom.

The *Inside* Student eEditions are digital versions of the student books with tools for highlighting, note-taking, and searching. The eEditions include professionally recorded audio synchronized to selection readings, dynamic links to relevant content on the Web, and glossaries.

NGSP Technical Support will email a welcome message to you by <activation date> with usernames and validation codes for the students in your class. Be on the lookout for this message from "NGSP.COM Website".

To verify access, navigate to https://student.insideng.com. Click the Student eEdition link in the left-hand menu, and then select a book. Input a username and validation code to open the eEdition. The eEdition will load in a few seconds.

To view eEdition details and instructions, click the Help link in the upper right hand corner of the window.

We encourage you to make use of this powerful resource in your classroom. For more information about the product, visit www.NGSP.com and select *Inside* on the Technology tab.

Sincerely,
<Subscriber Contact>
<School District>

Sample *Inside* Student Book eEdition Announcement (online version)

Supporting Teachers and Students

For details and instructions on each Student eEdition each tool, teachers and students can view a help page. To access this page, click the help link in the upper right hand corner of the eEdition window. For CD-ROM users, instructions are also printed in the booklet included with the CD.

As your district starts to use the eEditions, participants may require local support. NGSP is available to assist you with technical problems that you cannot resolve locally. Consider sharing a "Whom to Call" list that includes something like the following:

Local Support

• Computer lab setup

• Meeting system requirements

• Internet and security settings

• Downloading and installing software

• Integrating eEdition-use with instruction

NGSP Technical Support

• Completing the district import template

• Usernames and validation codes

• Web access errors

• Link errors

Table A: Ordering Information			
Inside Student eEdition ISBN's			
eEdition	**CD-ROM**	**1-Year Online License**	**6-Year Online License**
Level A	978-07362-70861	978-07362-69414	978-07362-62217
Level B	978-07362-70878	978-07362-69421	978-07362-62224
Level C Reading and Language	978-07362-70885	978-07362-69438	978-07362-62149
Level C Writing	978-07362-70915	978-07362-69469	978-07362-62170
Level D Reading and Language	978-07362-70892	978-07362-69445	978-07362-62156
Level D Writing	978-07362-70922	978-07362-69476	978-07362-62187
Level E Reading and Language	978-07362-70908	978-07362-69452	978-07362-62163
Level E Writing	978-07362-70939	978-07362-69483	978-07362-62194
Edge Student eEdition ISBN's			
eEdition	**CD-ROM**	**1-Year Online License**	**6-Year Online License**
Fundamentals	978-07362-66222	978-07362-66062	978-07362-66055
Level A	978-07362-39424	978-07362-47344	978-07362-47337
Level B	978-07362-39523	978-07362-47368	978-07362-47351
Level C	978-07362-39622	978-07362-47382	978-07362-47375

Table B: Minimum System Requirements		
Student eEdition		
	Windows	**Mac**
Operating System	**Windows 2000® or XP**	**OS 10, 10.2+**
Processor Speed	450 MHz Intel Pentium II or equivalent	500 MHz Power PC G4 (G5 recommended)
RAM	256 MB RAM (512 MB recommended)	256 MB RAM
Web Browser	**Internet Explorer 6.0+ or Firefox 1.5+** *(recommended but not required for CD-ROM)*	**Safari 2.0+ or Firefox 1.5+**
Screen Display	1024 x 768 resolution, thousands of colors display	
Internet Connection	T1 or better; 10/100 MB Ethernet LAN port (minimum)	
Audio	Sound card and speakers	
Other	**Adobe Reader 7 or higher** **Adobe Flash Player 8 or higher** (online version only)	

Table C: Contact Information		
Contact / Area of Expertise	**Phone**	**eMail**
National Geographic School Publishing		
Customer Service • eEdition orders	**888-915-3276** *Monday-Friday* *8:00 am-8:00 pm EST*	**CustomerService@NGSP.com**
Technical Support • System requirements • District import • Usernames and validation codes • General eEdition support	**888-915-3276** *Monday-Friday* *8:00 am-8:00 pm EST*	**TechSupport@NGSP.com**
Professional Development • Course descriptions, delivery options and pricing • Course scheduling and coordination	**888-915-3276** *Monday-Friday* *8:00 am-8:00 pm EST*	**ProfessionalDevelopment@NGSP.com**