User Guide for Teachers

Last Updated: October 8, 2020

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Account Registration and Set Up

Register for a Teacher Account

To create an account in the STEM Resource Finder:

1. Go to: https://learn.concord.org
2. Click **Register** in the upper right-hand corner of the page.
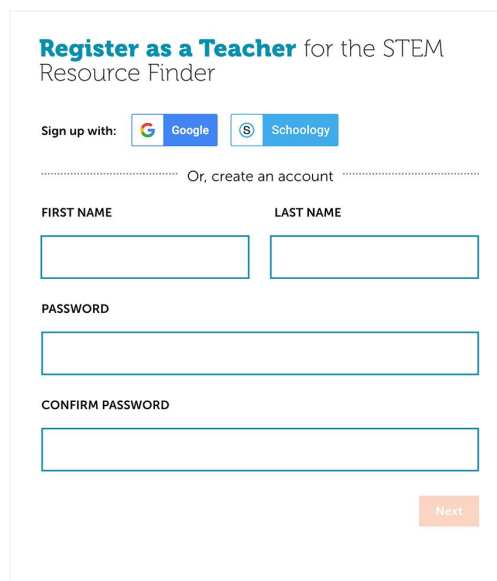
3. Select "I am a Teacher" and then complete the registration form with your first and last name and a password. Click **Next.**
   - If you have a Google or Schoology account, you can click

      or

     at the top of the form to register with either of those accounts.

4. Create a unique username, provide an email address that you can access easily, and enter information about your location and school. Then click **Register!** to complete your registration.
   - If you don't find your school listed, or you are a homeschool, click "I can't find my school in the list" to enter the name of your school.

5. After registering, you will receive an email from help@concord.org. Click the **Confirm Account** button in the body of the email. This will activate your account and complete the registration process.
    ○ If you do not receive the activation email in your Inbox, please check your Junk or Spam mailbox, or any quarantine set up by your email provider.
    ○ If you cannot access the email in your Junk or Spam mailboxes or quarantined email, please contact help@concord.org for assistance.

6. By confirming your account in the activation email, you will be automatically logged in and directed to the STEM Resource Finder homepage. Click the **My Classes** button in the upper right-hand corner to be directed to your teacher homepage.

Your Teacher Homepage

Once you complete your registration and click the link in the registration email, you will be directed to the STEM Resource Finder homepage. Click on the **My Classes** button in the upper right-hand corner to be directed to your teacher homepage.

Your teacher homepage will display any **Notices** from The Concord Consortium regarding the STEM Resource Finder. To hide these notices, click the "Hide Notices" link in the upper-right corner of the Notices.

On the left-side of your homepage, you will see a menu of options.
- **Help** will direct you to our STEM Resource Finder help page.
- **Settings** will display your User Preferences.
- Here you can update your First Name, Last Name, Email, and also change your password.
- **Favorites** will display your favorite resources.
    ○ To add a resource to your Favorites, simply click on the star on the resource card when searching for resources.
- **Getting Started** will display any Notices and also direct you on how to Add Classes (described below in this guide).
    ○ Once you have created classes, Getting Started will change to Recent Activity and display student progress.
- **Recently Visited Collections** will display any collections you have recently visited via the Collections button at the top of the page.
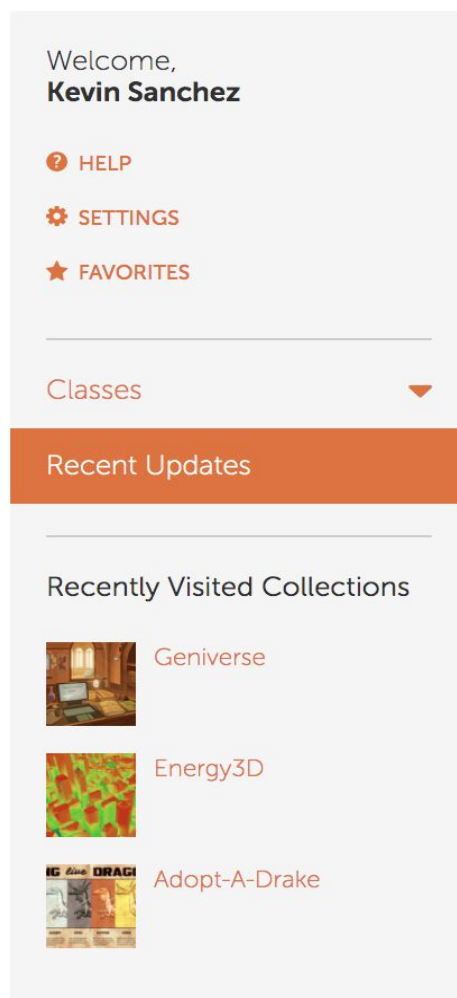
Create a Class

1. To create a new class, click Add a New Class at the bottom of the menu.

2. Name your class.

3. Optionally, give the class a short **Description**.

4. The **Class Word** is a *unique access code* that you create. It allows students to join the class. To create a unique class word, you can use your name, school year, and the class name or any other unique identifier for the class. For example, smith2018bio1. Do not include any special characters (e.g., *&@%!) in the class word. Class words can be more than one word. They are not case sensitive.

5. Remember to write down your class word. Your students will use it to register themselves.

6. Select the appropriate **Grade Level(s)** for your class.

7. Click **Save**.

Register and Add Students

Your students can register themselves or you can manually register them. We have found that upper middle and high school students can easily register themselves. If you teach younger students, it may be faster for you to register your students.
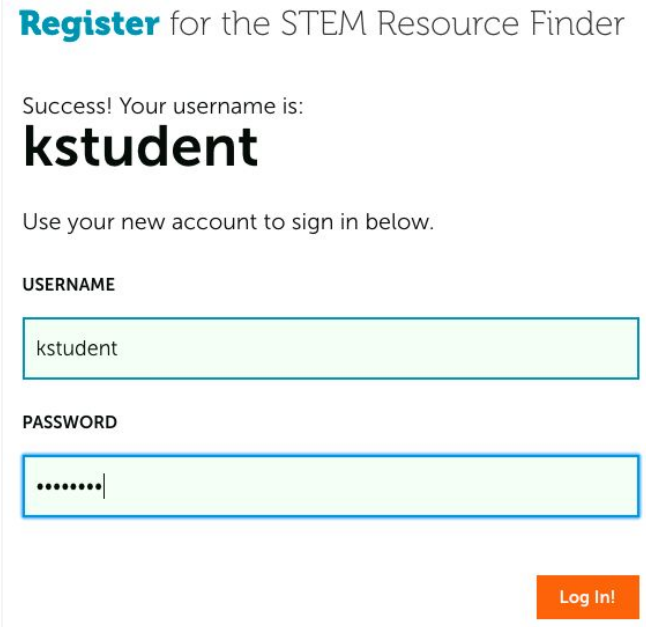
Student Self-Registration

1. Students click the **Register** button on the STEM Resource Finder homepage.

2. Students select "I am a Student" and then complete the form and click **Next**

   ○ If students have a Google or Schoology account, you can click [G Google] or [S Schoology] at the top of the form to register with either of those accounts.

3. Students then enter the unique **Class Word** for your class and click **Sign Up!**

4. The STEM Resource Finder will assign the student a username consisting of their first initial followed by their last name (a number is appended if there is more than one student with the same first initial and last name in the system).

5. **Have your students write down their username and password.** If they forget either their username and/or password, you can use the class roster to see their username and reset their password, if necessary.

Register for the STEM Resource Finder

Success! Your username is:

kstudent

Use your new account to sign in below.

USERNAME

| kstudent |

PASSWORD

| •••••••• |

Log In!

6. Students will receive a success message once they have completed all of the required fields. Students can then log in to the STEM Resource Finder by entering their username and password and clicking **Log In!**

Teacher Registration of Students

If you prefer to register your students (instead of having them register themselves), you can do this from your teacher account. Select a class (under Recent Activity) in the left menu, then click the **Student Roster** link below it. Click the **Register & Add New Student** link; enter the student name and password for the student. Click **Submit** to save the student to your roster.

As students are registered for your classes, a student roster will appear with their usernames and an option for removing students or changing their passwords.

Student Roster

Teacher: Kevin Sanchez
Class Word: thechemistryclass

Class Name: **Chemistry**   Print Student Roster
Student Count: **10**

| Select registered student ... ⌄ | | Add | or Register & Add New Student |

NAME	USERNAME	LAST LOGIN	ASSIGNMENTS STARTED	
Andrew, Finnly	fandrew	about 16 hours ago	1	Remove Student Change Password
Benton, Kendal	kbenton	8 days ago	1	Remove Student Change Password
Henderson, Efe	ehenderson	Never	0	Remove Student Change Password

Note: The class word is located at the top of the page underneath the teacher name. In this image, THEDOCTOR is the class word for this class.

IMPORTANT: Students should not create additional accounts in the STEM Resource Finder. If a student forgets his/her username and/or password, use the Student Roster to look up the username and/or change the student's password. Remind your students *not* to create additional accounts.

Due to the STEM Resource Finder's use of secure, encrypted passwords, no one can *retrieve* a password -- neither a teacher, nor an account administrator. However, you may always enter a new password for a student using the change password function in the student roster.

Assign Materials to a Class
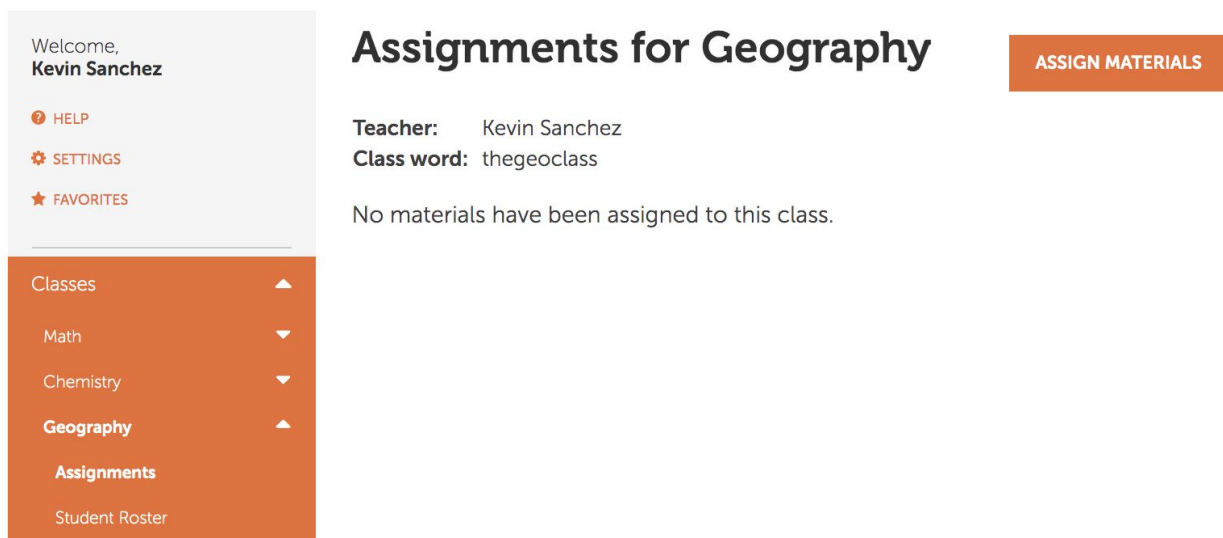
After creating a class in the STEM Resource Finder, you can assign learning materials for your students to complete.

From your teacher homepage, there are several ways to assign materials.
1. Use the **Assign Materials** link under a particular class.
2. Browse a collection using the **Collections** menu at the top of your page.
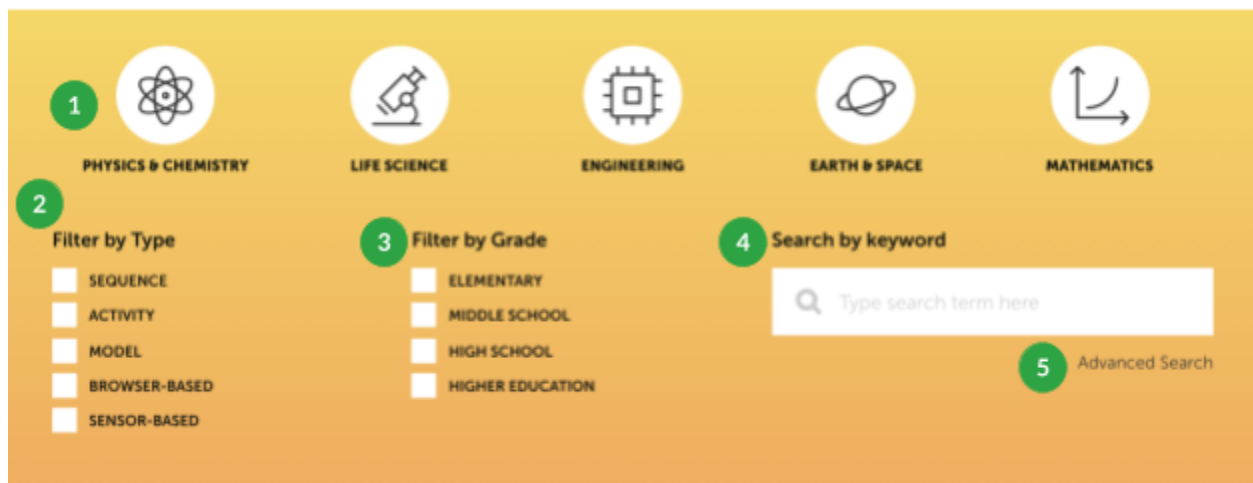3. Use the STEM Resource Finder homepage to search for, browse, and assign materials.

Assign Materials using the Assign Materials Link
To do this, select a class in the left-hand menu and then click **Assignments**.

Click on the **Assign Materials** link at the right of the page. This will direct you to the STEM Resource Finder homepage.

To find activities to assign to your class(es), there are several ways to browse our resources.
1. Filter by Subject. You can choose more than one selection at a time.
2. Filter by Feature. You can choose more than one selection at a time.
3. Filter by Grade. You can choose more than one selection at a time.
4. Search by keyword (or name of activity).
   NOTE: You may filter by using any combination of any of the methods described above.
5. Use the Advanced Search (shown below). Type a search term and/or use the available filters to narrow down the list of materials found below in the filter pane.

Once you have found the appropriate materials to assign to your class, click on the activity, sequence, or model.

- If you would like to preview or demo the activity, click **Preview**. A new browser tab will open with the activity and allow you to demo the activity before assigning it to your class.
- If you are already familiar with the activity and/or have already previewed it, click the **Assign to a Class** button.
- Select which class(es) you would like to assign the materials to and click **Save**.

Will there be enough fresh water? ⌂

This is the High-Adventure Science freshwater availability unit.

This file was last modified on October 31, 2013. All images are fully vetted by National Geographic. All models are now on the faster server.

Assign Materials through the Collections Menu

1. Click **Collections** in the menu at the top of the page.

2. Select a collection from the list. Each collection page will display the activities and materials associated with that collection.

3. Browse the collection's activities, click on activity to learn more, and then click **Assign to a Class** to assign the activity.

Manage Class Materials

To see the assigned materials and track student progress in a particular class, click the class name in the left-hand menu of the page. This opens a class-specific menu, as shown below.

Click on **Assignments** underneath the class name in the menu. Each assigned activity appears in the list (see below).

Assignments for Chemistry

ASSIGN MATERIALS

Teacher: Kevin Sanchez
Class word: thechemistryclass

NAME	ACTIVE	LOCKED	
⬍ Density	☑	☐	+ SHOW DETAIL
⬍ Intermolecular Attractions	☑	☐	+ SHOW DETAIL
⬍ A Particle View of a Gas	☑	☐	+ SHOW DETAIL

Each list item also contains each student's progress through the material. Click on an activity's **Show Detail** link to view the student progress. Progress is displayed by orange progress bars for each student.

To control the appearance and/or sequence of the instructional materials for your students:
- In the list of materials, **uncheck** the "Active" box for any assignment that you do not want your students to see. This allows you to hide any materials until a class is ready for them, or to remove them from view after students have finished.
- To reorder the materials, hover over the assignment name and **drag and drop** to reposition it within the list. This will be the order in which the assignments appear in your students' view of the class.
- To lock any assignments so students are unable to change their answers, check the box under "Locked". This will disable the button that allows students to run the assignment.

Assignments for Chemistry

ASSIGN MATERIALS

Teacher: Kevin Sanchez
Class word: thechemistryclass

Visible in students'
list of assignments

Disable "Run"
button for students

NAME	ACTIVE	LOCKED	
⇕ Density	☑	☐	+ SHOW DETAIL
⇕ Intermolecular Attractions	☐	☑	+ SHOW DETAIL
⇕ A Particle View of a Gas	☑	☑	+ SHOW DETAIL

Add Links to a Class

Each class has a **Links** section, which allows you to add any custom URL that you want students to see in their list of class links. To manage the links open a class and click the **Links** option.

Click the **Create Link** button. Enter the name to be displayed and the URL where the link will direct students. Once several links are added you can manage their visibility, order them, delete them, or edit them.

When a student logs in, they will see a list of links above the assigned materials like this:

Manage Classes

To make a class no longer show up in your list of classes, click the **Manage Classes** button in the left menu. On the "Manage Class List" page, you can uncheck classes on your list to make them inactive. All data from the inactive class will be preserved. You can drag and drop the classes by hovering over the class name to reorder them. This will be the order in which the classes appear in your view of the STEM Resource Finder.

Welcome,
Kevin Sanchez

? HELP
⚙ SETTINGS
★ FAVORITES

Classes ▲
Math ▼
Chemistry ▼

Add Class
Manage Classes

Manage Class List

Archived classes are not shown in the menu on the left. All data for archived classes is preserved. Drag and drop a class to reorder it in the list.

My Classes (2 Total, 1 Active)

⇕ Chemistry		ARCHIVE	COPY
⇕ ~~Math~~		UNARCHIVE	COPY

To make a copy of an existing class, click **Copy** to the right of the class name. Enter a new name for the class and a new class word. This will copy over all assigned materials to the new class, but will not transfer links or students.

Copy Class

NAME	Copy of Math
CLASS WORD	Copy of themathclass
DESCRIPTION	

Save   **Cancel**

Tracking Student Progress

Recent Updates

On the STEM Resource Finder homepage, click **My Classes** at the top of the page. You will be directed to your teacher homepage where you will see graphs of your students' **Recent Updates**. This provides you with a quick snapshot of the progress made on your assigned materials from all of your classes.
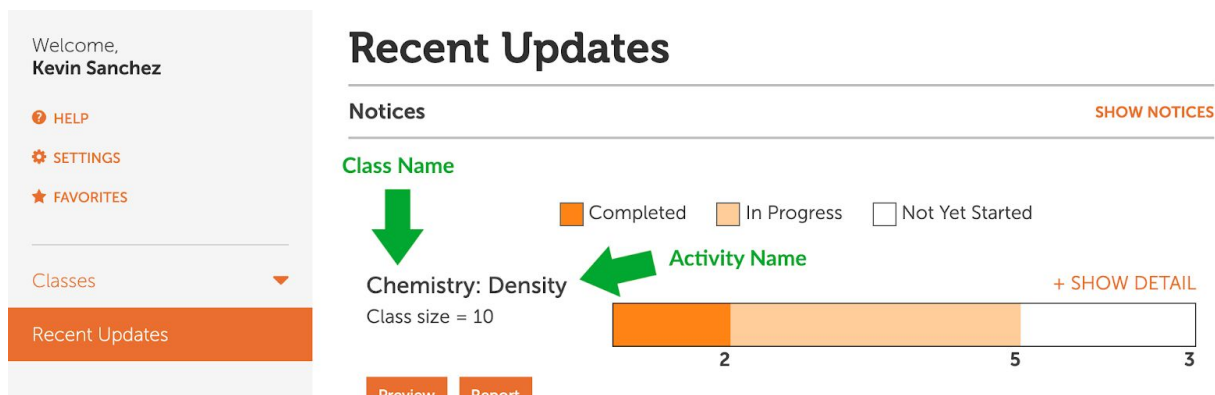
Click on the **Show Detail** link above each bar to expand to a view of the progress of individual students in a class for that particular assignment. Click the **Report** button for a detailed summary of student work.

Recent Updates

▮ Completed   ▮ In Progress   ☐ Not Yet Started

Chemistry: Density   – HIDE DETAIL
Class size = 10
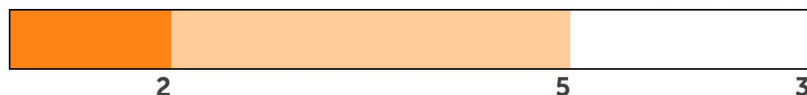
Student	**Last Run**	**Density**
Andrew, Finnly	9/15	
Benton, Kendal	9/15	
Henderson, Efe	n/a	
Jimenez, Indigo	9/15	
Kline, Henley	9/15	
McCarty, Kymani	n/a	
Mcdaniel, Seren	9/15	
Rivas, Kayla	9/15	
Sandoval, Erin	9/15	
Smyth, Killian	n/a	

Preview   Report

Student Progress and Reporting

As described in a previous section, individual student progress in each activity or assignment can also be tracked on the Assignments page.

1. In the left-hand menu, click **Assignments** under the class name.
2. Click the drop-down menu to access the activity you are interested in.
3. Each student's progress is displayed via the orange progress bars.
4. A detailed summary report is available via the **Report** button.
5. You can also get more targeted reports by:
    a. Clicking on the column header for a multi-activity investigation/sequence to generate a report of that activity.

b. Clicking on a student name to get an individual report for that student.
c. Clicking on the progress bar to get a report for that student.

Viewing Reports

Reports of student work can be accessed right from the **Recent Activity** or **Assignments** pages, using the **Report** button.

Click the **Report** button for the assignment for which you are interested in viewing student responses. A new window will open with the student report for the assignment.

A report will be displayed showing the questions and answers in the assignment. There are several functions on the Report page in order for you to navigate your report.

1. When the checkbox next to the question name is selected, you can use the **Show selected** button at the top of the page to show only questions that are selected.
    a. You may also click on the Question # in this header to launch the activity page with this question in a new browser tab.
2. Click on the **Show all** button to show all questions in the assessment, regardless of which questions are selected.
3. Click on the **Show responses** link to the right of the question name to display individual student answers.
    a. Use the **Hide names** button at the top of the page to hide student names. This can be useful when showing examples of student work to the class or other situations where it is appropriate to anonymize student names.
4. Click on the **Provide Feedback** button to provide written text feedback on student work and/or a numerical score for their response.

Providing Feedback

When you choose to provide feedback to your students, the first thing to do is select which type(s) of feedback you would like to include in the student report.

1. Select the **Feedback Type** you would like to include. If you would like to provide students with a numerical score for their response, please provide the maximum score.
2. Provide your feedback. When your feedback is complete, select "Feedback Complete."

At any time, you may jump to view a particular student's response by selecting the student's name from the "Jump to" dropdown menu in the upper right corner of the Feedback window.

The default view of the Feedback screen is to show only students that need review. You may change this view by selecting "All students" in the "Show" menu in the upper-left corner of the Feedback window.

When you are finished providing feedback to your students, click **Done** in the lower right corner of the Feedback window.

When you return to the main page of your report, the total number of student responses awaiting feedback will be shown within the **Provide Feedback** button.
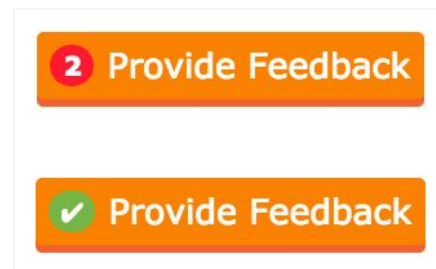
If all student responses have been given feedback, a green check mark will be displayed within the **Provide Feedback** button.

Comparing Student Responses

The report allows you to compare and project student responses. After clicking **Show responses**, student responses to the selected question will be displayed. Select the answers that you would like to compare and/or project. Click the **Compare/project** button.

The selected students' answers will magnify in the window. You may highlight a student's answer by clicking on **Highlight** in the upper right corner of the answer of interest. Click **Remove** to remove any student answers that you do not wish to view.

Customized Reports

From the summary page you can create a customized report. Select the questions for which you want a report by selecting the checkboxes next to each item, then click the **Show selected** button. You can print the report using the **Print student reports** button in the upper right corner of the report.
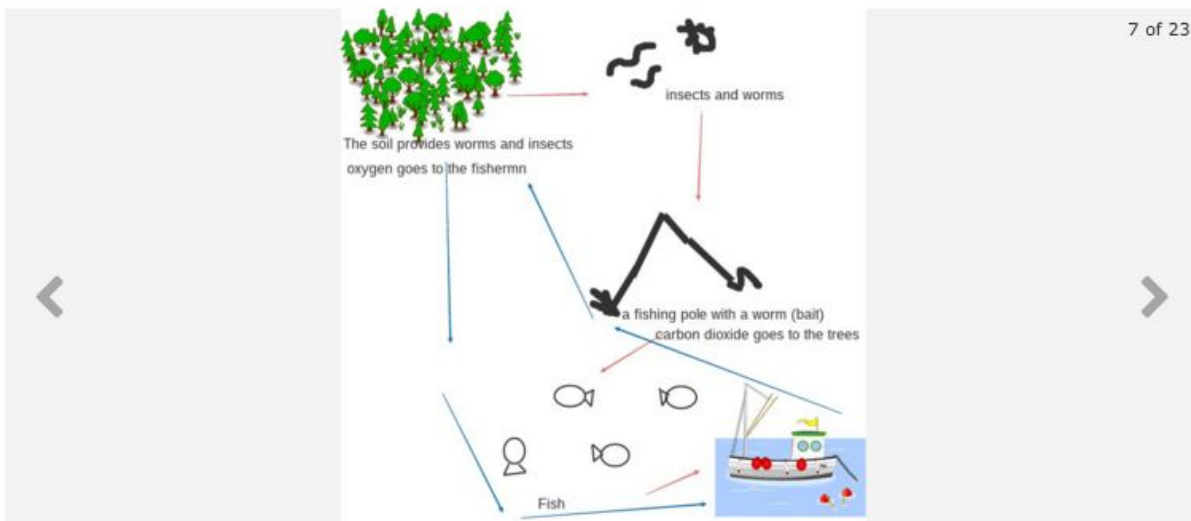
Reports for Image/Drawing Questions

Students may submit snapshots of their work or create drawings as answers to image questions. You can browse the images by clicking on the thumbnails or use the controls on the left and right side to go to the next or previous image. Click on an image to enlarge it for closer viewing.
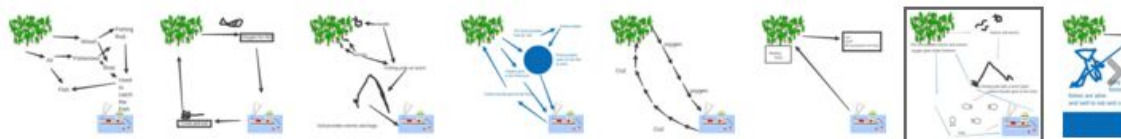
Student Access to Reports

Students can track their own progress and access reports of their own work, as shown below. Overall progress through an assignment is shown in the topmost progress bar labeled "completion." Students can access a detailed report of their work via the **Generate a report of your work.** link beneath the bar.

When a student opens a report of their work, they see:
- The questions in the activity or sequence
- Their own responses to the questions in the activity or sequence
- Any feedback provided by the teacher
  - Overall feedback at the top of the report
  - Question feedback on the right-hand side of each question in the report

REPORT FOR: LEONARD HOFFSTADER

Overall Feedback

How Do Cells Make Proteins?

Teacher Feedback:

Great job, Leonard! You put a lot of effort into your responses to this activity. Please see my comments for each question.

How Do Cells Make Proteins? Section

Page: Transcription

Question #1

Which RNA nucleotide binds with adenine (A) on the DNA?

Question Feedback

uracil (U)

Teacher Feedback:

Correct!

Question #2

Why is an mRNA copy made of the DNA?

To make a portable copy of the DNA

Teacher Feedback:

Good start. Please provide more detail about what mRNA is intended to do during the transcription process.

Running Materials with Students

Working in Groups

Some sequences of activities allow students to either work on their own or with other students. Working with other students is helpful when collecting common data or when 1:1 laptops are not available. This option appears on student pages like this:
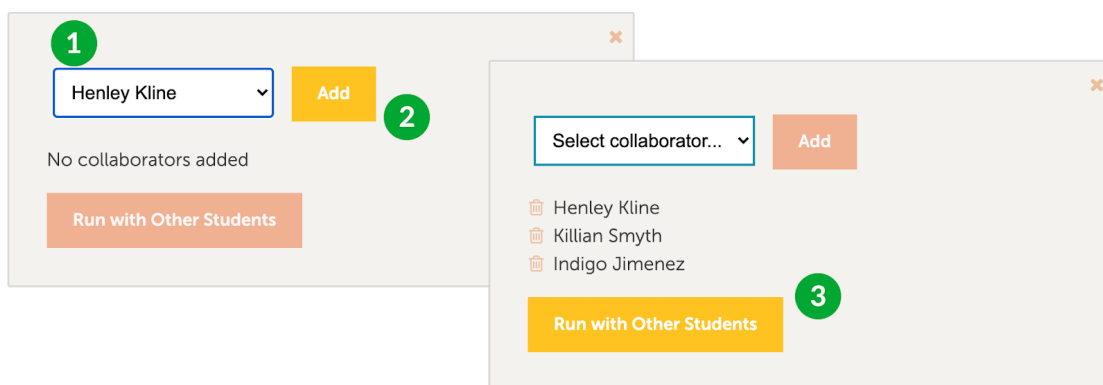

When choosing "Run with Other Students," students should share a computer and only one student from a group should log in.
>   IMPORTANT: *If multiple students log in, work will be overwritten and lost.*

To add additional team members, the student who logged in must choose student names from the dropdown menu (1) and click Add (2). They must do this for each member of the group, then click "Run with Other Students" (3).

As work is completed by the group, all responses are saved to each student's account. When the group has finished working together, the student who started the collaboration **must** log out to ensure that other students' work is not overwritten.