



Evolution Readiness Portal Getting Started Guide

1. Go to the Evolution Readiness Portal Website

Access the Portal by going to the ER website and clicking the  button:

<http://er.concord.org/>

2. Sign in

Use the username and password that you received at the Teacher Workshop. If you have forgotten your password, click the “Forgot Password” link.

3. Add a class

Under the My Classes area, click  next to your list of classes.

You'll need to complete four fields when you add a class:

- Class name: Create a name for your class (e.g., Ms. Smith's 4th Grade Class).
- Semester/Year: Enter the school year (e.g., 2010-2011).
- Sign-up word: *Students use this word only if they will register themselves.* **Note:** the class word must be unique in the system (e.g., trex, jones). We recommend that you use this option and register your students ahead of time, then give them their usernames and passwords.
- Select activities: Check the boxes next to the activities that you will run with your class. When your students log in, they will see only the activities you selected. For example:



The screenshot shows a section titled "Activities (Total Selected: 3)". Below this, there is a table with the following content:

Evolution Readiness: Activities (3)		ER Activities <input type="checkbox"/> select all
<input checked="" type="checkbox"/>	Activity 1: The Virtual Greenhouse ⓘ	
<input checked="" type="checkbox"/>	Activity 2: The Virtual Field ⓘ	
<input checked="" type="checkbox"/>	Activity 3: Mystery Plant Adaptation ⓘ	

After you've selected one or more activities for your students, click the



button.

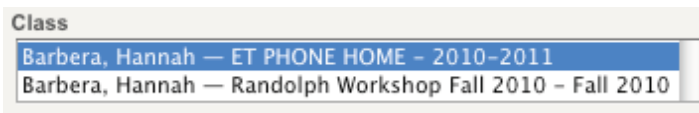
4. Add students

Now that you've created a class and selected the activities for your students, you need to add students to your class. Return to your home page.

Under the My Students area, click  next to your list of students.

Enter the following information for the first student on your list.


- First name
- Last name
- Password - You can use the same password for all your students.
- Class - Make sure to select the class from the list. A class **must** be highlighted before you press the Continue button.



After entering one student, you can:

- Add another new student.
- View the roster for this student's class.
- Edit this student.
- Return to your home page.


Continue to add students one at a time until you've completed your class roster. You can then view the class roster to confirm you've entered all your students.

Tip: print the class roster page, which shows all student passwords, using the  button on your Home Page. You can tell each student his/her username and password. Or write each student's name, username, and password on an index card, which you can distribute to students before they go to the computer lab. (Plan on collecting the index cards at the end of each class.)


5. Administer your classes

The Portal allows you to do several things - from adding classes and students to viewing reports. These different features are available by clicking various icons on your Portal Home Page.

Preview


Click on the  icon to see what the class looks like from the student perspective. Just click on the "My Classes" link on the left-side navigation to get back to your normal view.

Setup


Click on the  icon to change the settings for a class or student.

For a class this allows you to change the name, sign-up word, and most importantly, which activities you have assigned to a class.


Copy

Click on the  icon to duplicate a class.


Report

Click on the  icon to view a report for a class or a student. The reporting features will be covered in more detail in the “View student work” section below.


Roster

Click on the  icon to print a class roster. This can be very helpful in giving students lost passwords.


Archive

Click the  icon to close the class at the end of the year. Do not archive any classes until told to do so by a member of the Concord Consortium project team.

Delete

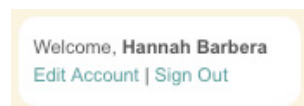
Click on the  icon to delete a class or student.

My Info [Change this information](#)

Click this link to change your name, email address, or password. Click the  button after making any changes.

6. Sign out



When you're signed in to the Portal, you'll notice on the left below your name that there is an option to “Sign Out.” This is important if you've signed in on a student's computer, for instance, but don't want that student to have your access. In that case, be sure to sign out.




Always sign out after your work session. In addition, make sure students sign out after they have completed a session with the activities.



7. View student work

There are several ways to access student work.


By clicking on the  icon below a **student** name on your home page you will see an individual report showing which activities the student has worked on as indicated by a checkmark icon . If you click on this icon, you will launch the activity and see what state the student left the activity in, as well as any answers completed by the student shown within the activity itself.

By clicking on the  icon below a **class** name, you will see an overall report for that class. Here you can see a report on all students and all activities assigned to the class.

Student	Activity 1: The Virtual Greenhouse (Fall 2010) 	Activity 2: The Virtual Field (Fall 2010) 	Activity 3: Mystery Plant Adaptation (Fall 2010) 	Activity 4: Changes in the Environment (Fall 2010) 	Activity 5: The Mystery Plants Mystery (Fall 2010) 	Activity 6: The Virtual Ecosystem (Fall 2010) 
Appolon, Aryanne (cpa11)						
Baker, Trevor (darthv)						
Dumas, Isaiah (lukes10)						

By clicking on a  icon you will launch the activity and see the same view as in the student option above. If you click the  icon beneath the name of the activity, you will launch a whole class report with students' answers for the questions within the activity. For multiple-choice questions, a green font color indicates a correct answer and a red color indicates an incorrect answer. Pie charts show scores for multiple-choice questions.

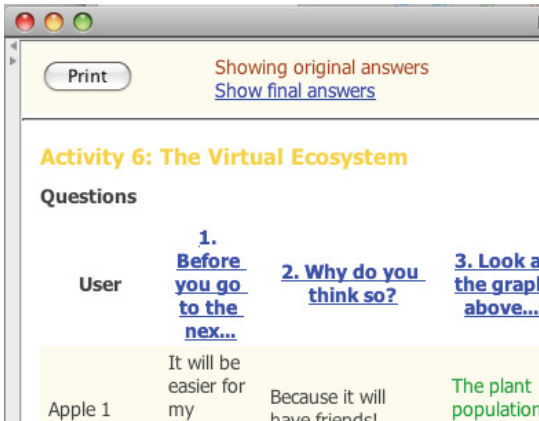
There are two views for each report. You can see each student's original answer to each multiple-choice question or their final answer. Because the software gives the students feedback on these answers, you can check to see if they used the feedback to find the correct answer.

 [Showing original answers](#)
[Show final answers](#)


Activity: ER Activity

Questions	1. Do you think cats and dogs...	2. What are some differences a...	3. Are all these breeds of dog...	4. How does the Labradoodle he...	5. How do you think there came...	6. In which flower box does th...	7. In which flower box does th...	8. In which flower box does th...	9. What happens to plants that...	10. What differences did you n...	11. Can the three plants live...	12. Do you think these three l...	Score
Astro Jetson	No	spots!	Yes	the mom is pretty!	Breeding.	E	A	C	They die.	Different sizes of branches.	No	No.	6/6
Elroy Jetson	Yes	Size, color.	No	Not sure.	Not sure.	A	A	A	No Answer	Leafs.	No	Yes.	2/5
George Jetson	No	Shape of body, length of legs and fur color.	Yes	They are all dogs.	Farmers did it.	E	C	C	They don't get flowers.	Leaf shape, size and color.	No	No.	5/6
Jane Jetson	No	SIZE	Yes	No Answer	No Answer	No Answer	No Answer	No Answer	No Answer	No Answer	No Answer	No Answer	2/5
Judy Jetson	No	Some are big, some are small, some have spots. Some are cute and some are UGLY!	Yes	They couldn't have a baby if they weren't.	Farmers must have bred them that way.	E	A	C	They wilt.	Leaf size.	No	NOPE!	6/6
Score: Correct/ Answered/ Possible	4/5/5	N/A	4/5/5	N/A	N/A	3/4/5	3/4/5	3/4/5	N/A	N/A	4/4/5	N/A	Class Score?

You can print your class activity reports. Open the report as above. Then, click the Print button. Your computer will automatically open your default web browser with the report inside the browser. Print the report from your browser as you would any web page (File menu, print).





8. Portal for your students

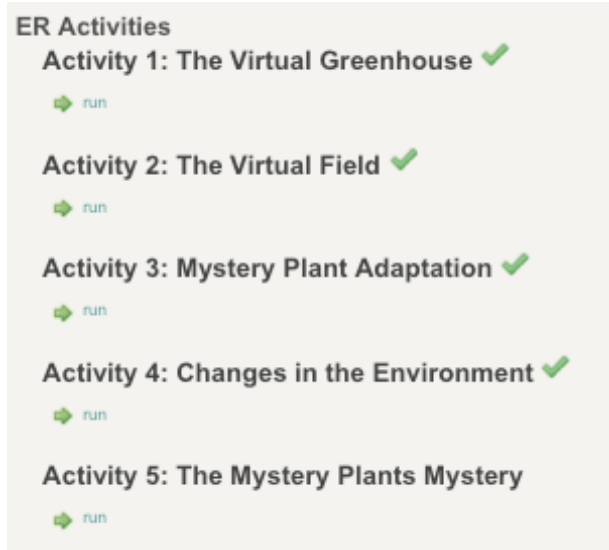
Have your students access the Evolution Readiness Portal by going to the ER website and clicking the  button.

<http://er.concord.org/>

Because you added students, they do not need to sign up as first-time users. They can immediately log in with their username and passwords (use the class roster to give each student his/her information). **Note:** usernames and passwords are *not* case-sensitive.

Student view

Students will see only those activities that you have enabled for the class. To start an activity, they should click the green arrow icon . If the student has run any of the activities in the past, a  icon will appear next to the activity.



Running activities

When students run an activity from the Portal, a Java window will pop up. Students should choose to **open** the file. If a dialog box pops up asking if you “trust” this software, click yes. This only appears on some computers.

Depending on the connection speed, it may take anywhere from a few seconds to a several minutes for the activity to open. Note: The next activity should open much faster.

Saving student work

Student data is saved when a student closes an activity (by clicking the X at the top of the window). They do not need to click any special button!

A dialog box will appear as the student’s data uploads to the server. Please instruct students **NOT** to press the cancel button when they see this dialog.

