RI-ITEST Portal User Manual

Registering for the portal

Just click on the "Portal" button on the RI-ITEST website: http://ri-itest.concord.org

Then follow the instructions and fill out the appropriate web forms. If you don't find your school listed, then you will need to add the school information yourself.
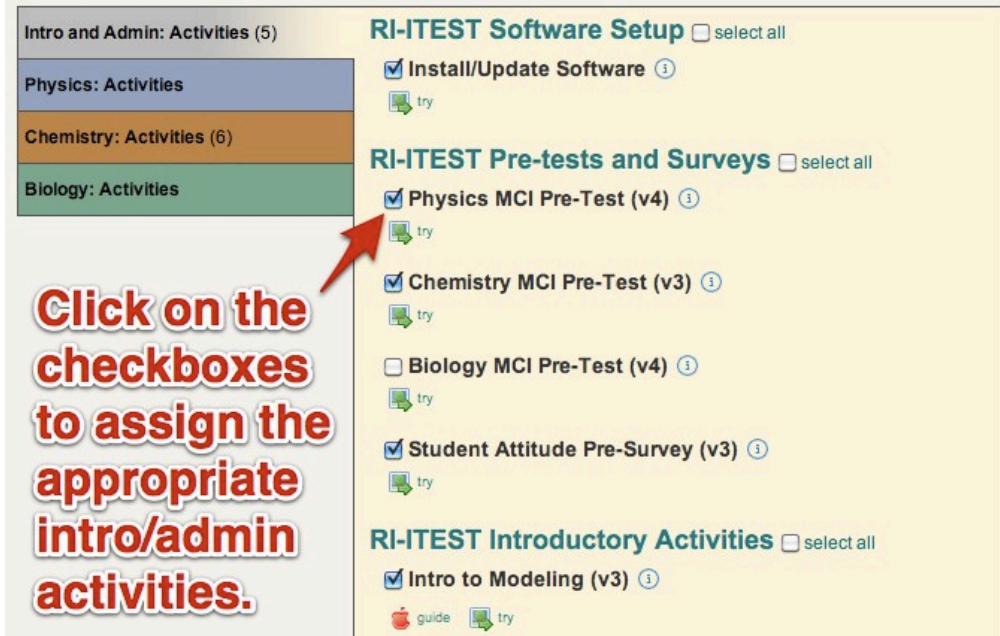
After registering, log into the portal.

Setting up your classes

Once you register and log in, you will see the portal "Home" page, which lists your classes and students. Initially, you won't see anything. To add a new class, click the
⊕ add new   link. This will bring up a form asking for a class name and a sign-up word. The sign-up word is a word unique to your class that students can use if they will be registering themselves. You have the option to register all of your students or to have them do their own registration. If they do their own registration you will need to give them the sign-up word, so they can input this into the appropriate field during their registration process.

Assigning the MCI and other Intro "Activities"

When setting up your classes you have the option of initially assigning some activities to your students. **You should assign the following now:**
- *Install/Update Software (Have each student run this.)*
- *One of the MCI pre-tests. (Choose the one appropriate for that class.)*
- *Student Attitude Survey (Can be done for homework.)*
- *Intro to Modeling (Not mandatory for students who did it in a previous year.)*

Tips
- **Print out a Class Roster:** After all your students are registered it is helpful to print the class roster so that you can quickly give a student their password if they have forgotten it. See the section on "Managing Classes and Students" for info on how to do this.
- **Remind Students not to Make Duplicate Accounts:** Some students who forget their password will just register again. You can delete extra students, but it becomes a data management problem if they do different activities with different accounts. Remind them that they can get their password from you.
- **Wait to Assign Activities:** Throughout the year we work to update and improve the activities. The latest ones will always appear in the Physics, Chemistry, and Biology tabs. To make sure your classes have the latest version assigned, wait until a few days before you plan to do the activity with your class before you assign it.

Previewing Activities and Finding the Teacher Guides

Click on the "Activities" link to bring up a list of available activities.

This should bring up a tabbed view as seen below:

Click on an icon to get the following:

     ⓘ = a short paragraph about the activity

     🍎 = a detailed teacher guide

     🖼 = a preview of the activity without saving any data

Assigning activities to your classes

If you want to change the activity assignments from what you initially set during the creation of a new class then just click on the "settings" icon next to the class name.

Then scroll down and check off the activities you would like to add to your class. To switch to another area of science (phys, chem, bio) just click on the tab with that name. **Note: It is best to wait until just before you want to use an activity to assign it to your class because that will assure you will get the latest version of the activity. However, the first activity you will do with your students is the Intro to Modeling activity, so check that off now.**

Notice that a version number is appended to the name. It is possible that during the year an activity will be updated significantly. When this happens the (v1) activity will appear in a new "archive" tab below "Biology: Activities", and the newest one will be available in the main tabs. If you previously assigned an older version, but have not yet done the activity with your class, just uncheck the old version in the "archive" area and check the new version to assign the most up to date version of the activity to your classes. For this reason it is recommended to hold off on assigning an activity until you are close to doing that activity with your class.

Managing Classes and Students

On the "Home" page of the portal you will see drop down menus that allow you to select a class or student for some action.

Next to the menus are a set of icons which allow you to perform different actions. At the top of the page you will see an **Icon Legend (+)** link which will show what each icon does. Alternatively, if you hover your mouse over the icon, a short description will be displayed.

Previewing a class

Click on the icon to see what the class would look like from the student perspective. Just click on the "home" link to get back to your normal view.

Change the settings

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

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

For students, you can change their name, grade, password, and class assignment.

Duplicate a Class

Click on the icon to duplicate a class. This is most useful if you have a class with a set of assigned activities and have multiple sections of that same class. You can set up the first class and then duplicate it a number of times. The class roster is not duplicated, only the activity assignments.

■ View a 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 "Viewing Student Work" section.

▯ View a class list

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

◰ Archive a Class

Click on the ◰ icon to move a class and associated students to the "Archived Clases" list. You will still be able to view student work and reports, but it removes the class from your active class list. Typically this would only be done after the end of that class.

✖ Delete Item

Click on the ✖ icon to delete a class or student.

Deleting Duplicate Students

Sometimes students create duplicate accounts instead of asking you for their password. In many cases one ore more of these accounts has no data (i.e. they did no activities when logged in as that user). You can delete "students" (or their duplicate users) by selecting them with the "My Students" pull-down menu and clicking the ✖ icon. The easiest way to know which usernames have no data is to select the class the student is in, and click the ■ icon to view a report for that class. If there are no green check-marks in a row, then that duplicate user has no data and can be safely deleted.

Viewing Student Work

Viewing Completed Activities By Student

By clicking on the ▊ icon next to a student name on the home page you will see an individual report showing which activities the student has worked on as indicated by a check-mark icon ✔. If you click on this icon, you will launch the activity and see what state the student left the activity in with any answers completed by the student shown in the context of the activity itself.

Report for Dan test2 in chem1

Activity	Status
Atoms and Energy	✔
Atomic Structure	✔

Viewing Completed Activities By Class

By clicking on the ▊ icon next to 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.

Report for chem1

Student	Atoms and Energy ▊	Atomic Structure ▊	Atoms, Excited States, and Photons ▊	Che Bc
test, dan	✔ ▊			
test2, Dan	✔ ▊	✔ ▊		

Viewing a Detailed Report on an Activity

By clicking on the ▊ icon in a row that is aligned with a student name you will get an individual report for that student on that activity. By clicking on the ▊ icon beneath the name of the activity, you will be given a whole class report as shown on the next page. A green font color indicates a correct answer and a red color indicates an incorrect answer, with the percent correct indicated just under the question prompt.

Heat and Temperature (v3)

Teacher: Daniel Damelin
Class: chem1

Filter results by percent complete.

Show students who completed at least [1] % (Update List)

Print All Users

- Use 0% for all students.
- Use 1% to only show people who have some data.
- Use 80% to only view substantially complete data.

Questions that can be auto-graded show the percent correct.

Us the bar graph icon to see a custom report for that question.

Click on the green check marks to customize which questions end up in the printed reports.

Percent complete (not correct)

Click the name of a student to view or print an individual report.

Partners the student worked with are listed below their name.

Click this to create a more condensed printed report.

User	1. Compare the motion of the air ...	2. The temperature of a substance...	3. A substance composed of atoms ...	4. Which type of atom has the gre...	5. The yellow and pink atoms in t...	6. What did you observe about the...	7. If we add another box to the m...	8. Descr how chang th num
		67%		100%		33%	67%	67
Report	✔	✔	✔	✔	✔	✔	✔	✔
TestC Damelin 96%	They look the same to me.	• Neither th...	They will be the same.	• The pink a...	Some move more slowly.	• Both A and...	• Be the sam... • Be the sam...	No Ans
TestB Damelin 100%	They move fast.	• Both the s...	Atom a will be slower.	• The pink a...	Kinetic energy is from the spe...	• Some atoms...	• Be the sam... • Be the sam... • Depend on ...	• Chan n...
TestA Damelin TestB Damelin 38%	They move fast.	• Both the s...	Atom a will be slower.	• The pink a...	Kinetic energy is from the spe...	• Some atoms...	• Be the sam... • Be the sam... • Depend on ...	• Chan n...

Side by Side Print Format: ✖

By clicking on a student's name you can print an individual report just for that student. Use the "Print All Users" button to print individual reports for the entire class at one time.

Customized reports can be made by clicking the green check marks below the question. Clicking once will turn the arrow into an "x" so this question will not be included in the printed report. This is particularly helpful if you want to grade the activity, but only want to use specific questions as part of the evaluation.

Viewing Individual Question Reports

By clicking on the ▮▮ icon beneath the question prompt in a detailed activity report. you can see how the class did on a particular question. If you select an image or short answer question, a report will be generated that collects all student responses in one report.

If you click a multiple choice or selection question, a histogram will be shown indicating the frequency that each answer has been chosen.
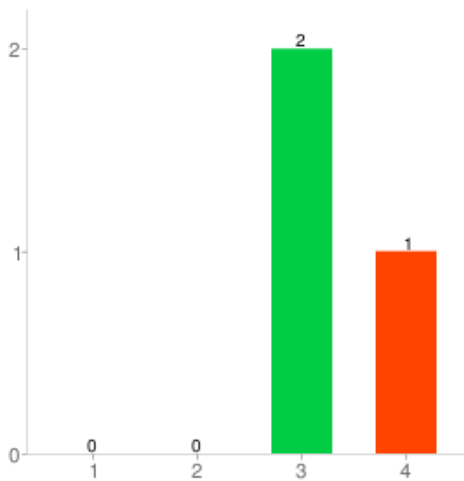
Multiple Choice	*Multiple Selection*

Question

The temperature of a substance is related to:

1. Only the speed of the atoms.
2. The mass of the atoms.
3. Both the speed and the mass of the atoms.
4. Neither the speed nor the mass.

Frequency Graph

Answers

TestA Damelin ● Both the speed and the mass of the atoms.

TestB Damelin ● Both the speed and the mass of the atoms.

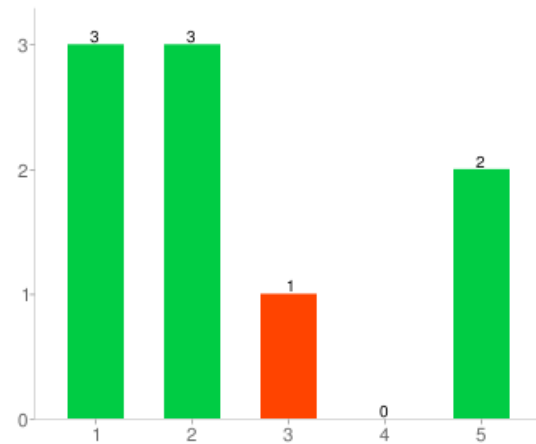TestC Damelin ● Neither the speed nor the mass.

Question

If we add another box to the model, the average kinetic energy of atoms within the box over time will:

1. Be the same as that of all atoms.
2. Be the same as that of the first box.
3. Depend on its size.
4. Depend on its location.
5. Depend on how hot the gas is.

Frequency Graph

Answers

TestA Damelin
● Be the same as that of all atoms.
● Be the same as that of the first box.
● Depend on how hot the gas is.

TestB Damelin
● Be the same as that of all atoms.
● Be the same as that of the first box.
● Depend on how hot the gas is.

TestC Damelin
● Be the same as that of all atoms.
● Be the same as that of the first box.
● Depend on its size.