High Adventure Science Portal Users Guide

Registering for the portal

Go to the main HAS website (http://has.concord.org) and click on the **Portal** link or go directly there by clicking here: http://has.portal.concord.org/

Then click the **Sign Up** link and fill out the appropriate web forms. If you don't find your school listed, and you are an official HAS participant, participating in the research component of the grant, then send an email to Dan Damelin (ddamelin@concord.org) to get your district and school added to the list before you continue registering. **If you are NOT an official participant in the grant then select Has Investigation School.**

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 the investigations you have assigned to each class.

To create a new class click on the **create a class** button on the left side. This will bring up a form asking for some information about the class. Most of these fields are straightforward.

For **Class Word**, you need to put in a unique code word to identify this class in our database. If you have students register themselves for your class, you will need to give them this code word to use in their registration process.

Under **Grade Levels** check all that apply for this class.

If it is a full year class you can choose **Fall** for the **Semester** field.

Tip
- **Wait to Assign Activities:** Throughout the year we work to update and improve the activities. 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 Investigations and Finding Teacher Guides

You don't need to be logged in to preview the activities. You can see them at any time by clicking the **Preview Investigations** link in the top navigation bar. However, if you are logged in or if you want to see teacher-only sections, additional components that act as a built in teacher guide, then select one of your classes to see a list of assigned investigations, and a library of others that could be assigned. Next to each investigation will be two icons.
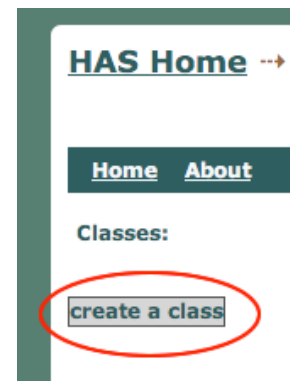
To preview as a student would see it, click the ![icon] icon.

To see the teacher edition use the icon with a little "T" in it ![icon].
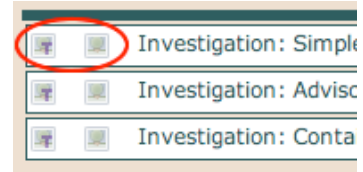
A link to a printable version of a teacher guide will also be found in the first activity of the investigation.

Navigating an investigation

An **investigation** contains several days worth of related assignments. Each day is represented by an **activity**. Each **activity** has one or more **sections**, and each **section** has one or more **pages.**

On the left side is a hide-able navigation menu showing each activity and sections within that activity. *It is recommended that once you begin an activity that you hide the navigation menu on the left to give more space for the activity pages.*

Use the circles (or arrows to the left and right of the circles) in the upper right to go from page to page.

Assigning investigations to your classes

Click on the name of the class shown on the left side of the page. This will show you information specific to that class including the class word, so you can give this word to students who need to register for this class, a list of assigned investigations, and a student roster.

To assign an investigation drag it from the list of possible investigations to the tan box just below the **Assignments** title.

Managing Classes and Students

Once you click on one of your classes you will be presented information about the class, including a student roster at the bottom of the page. If the students are not listed you can expand the roster by clicking on the ⬇ icon. This will give you a list like one shown below:

Student Roster		
Students: 4	Add a registered HAS Investigations (staging) student ⬍ (Add)	
	Register and add a new student	
STUDENT NAME	STUDENT LOGIN	ACTION
Test Student	tstudent	✖
AB Student1	abs	✖
dan test	dtest	✖
student test	studentt	✖

Here you can do the following:
- Click on a student name to see what the class looks like when she/he is logged in.
- Click on the ✖ icon to delete a student from this class.
- Use the pulldown menu to add a student who already has an account in the HAS portal.
- Click the **Register and add a new student** link to add a completely new student yourself. You will be asked to input their name and assign them a password. If a student then logs in they will be asked to complete their registration by being asked some security questions they will use to set up access to their own account in the case they have forgotten their password. Note: It is much easier to tell students the **class word** and have them register themselves than for you to do it yourself. **Please remind students not to create duplicate accounts if they forget their username or password.** They can ask you for their username, and they can answer their own security questions to reset their password.

Viewing student work

There are two ways to view student work: individual reports, and a summary report for the entire class.

Each assigned activity has its own links for generating reports. The **report** link will create a summary of all submitted student work. To create an individual report for one student use the ⬇ icon to expand the list of submitted work and click on the **report** link for a student of interest.

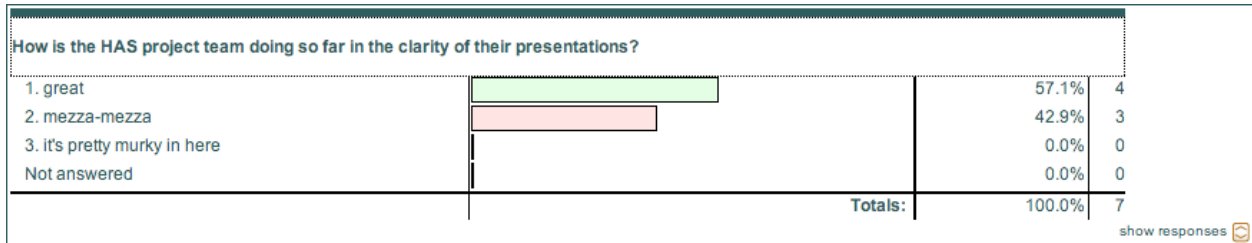| Assignments: (drag items from the search area below to add)	
	summary report
Simple Investigation	Print | Run | Report
	Show individual reports ⬇
	expand for individual reports

There are three basic types of questions:
- Multiple Choice
- Open response
- Image snapshots

Multiple choice

The summary page will show multiple choice questions with a histogram of student choices, making it easy to see which distractors are getting the most attention. Green indicates the correct answer. You can see all individual responses by using the ⬡ icon.

How is the HAS project team doing so far in the clarity of their presentations?			
1. great		57.1%	4
2. mezza-mezza		42.9%	3
3. it's pretty murky in here		0.0%	0
Not answered		0.0%	0
	Totals:	100.0%	7

show responses ⬡

Open response

Click the ⬡ icon to see a list of student responses.

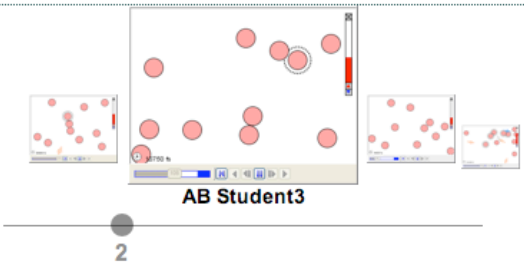| What unanswered question in science inspires you?	Answered 7
	Skipped 0
	Total 7

Hide responses ⊟

AB Student1	Nature of matter and the origin of the fundamental forces.
AB Student2	what is consciousness?
AB Student3	not really sure- so many of them are interesting
AB Student4	Why do climate proxies show differing trends of climate through time?

Image snapshots

Image snapshots are shown using a cover-flow plugin. You can scan through them by dragging the slider back and forth. If you click on an image you will see a zoomed in version of that response. Like the other questions, you can see a serial display of all student responses by using the ⬡ icon.

Show me some excited atoms.	Answered 5
	Skipped 2
	Total 7

AB Student3

2

show responses ⬡