Interactions Portal Users Guide

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The Registration Process

Register for the portal

To create an account in the portal,

1. Go to the Interactions Portal website: http://interactions.portal.concord.org

2. Click “Sign up as a teacher” and complete the registration form.
   - Use an email address you can access easily.

3. After registering, you will receive an email from interactions-help@concord.org. Click the activation link in the email to complete the registration process.
   - If you do not receive the activation email in your Inbox, check your Junk or Spam mailbox, or any quarantine set up by your email provider.
   - If you cannot access your quarantined email, contact interactions-help@concord.org for help.

4. After activating, log into the portal with your username and password.
Set up your classes

Once you register and log in, you will see the portal Home page, which will welcome you and ask you to create a class.

To create a new class, click on the Create a Class button or link. This will bring up a form asking for some information about the class.

1. Name your class.
2. Select a term. If it is a full year class you can choose Fall for the Term field.
3. Optionally, give the class a short Description.
4. The Class Word is a unique access code or phrase that you create for your students to get into this class in the portal.
   - When students register for their portal accounts (see page 7) they enter the class word, and this will automatically place them in your class.
   - Every class in the portal has to have its own class word, and the portal will tell you if a class word has already been taken by another class.
5. Select the grades that are represented in this class using the checkboxes.
6. Click Save.
7. Repeat this for each class in which you will use the Interactions materials.
Assign materials to your classes

Students in your classes will be able to see and access materials that you assign to the class. To assign materials, click the Collections link in the orange bar and choose the appropriate group of materials. The materials are listed, and can be Previewed or Assigned using the orange buttons as shown below. (Note: You must be logged in to see the “Assign to a Class” and “Teacher Guide” buttons.)

Explore the contents of any Investigation by clicking on the Preview button. (To see the features of Investigations in general, see Navigating an Investigation on page 15.)

Click on the Assign to a Class button to select the classes to which the material will be assigned. Then click Save.
Manage class materials

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

Click on the Materials link in the sub-menu to reach the Instructional Materials page. Each assigned material appears as a tab on the page (see below). Each tab contains a list of the students and shows their progress through the material. Select the different tabs to review each student’s progress in each assigned Investigation.
To control the appearance and sequence of the Investigations for your students, click the **Manage Materials** button or click the **Class Setup** link in the left column. Scroll to the lower half of the page.

- In the list of Investigations there, **uncheck** any Investigation that you do not want your students to see. This allows you to hide an Investigation until a class is ready, or to remove it from view after students have finished.
- To reorder the Investigations, **drag and drop** the Investigation to reposition it within the list. This will be the order in which the Investigations appear in your students’ view of the portal.
- **Click Save.**

![Manage Instructional Materials](image)

**Change the students' view:**
- To remove an Investigation from the students' view, uncheck it.
- To change the order, drag and drop the items in the list.
Register your students

Your students can register themselves, or you can register them yourself.

Student self-registration
1. Students can register using the form on the portal home page.
2. They fill out the registration form with their name, choose a password, and enter the class word.
3. They are given 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).
4. **Have your students write down their username and password.** If they forget either one, you can use the class roster to see their username and reset their password, but you’d probably rather not do that every day.

Registering students yourself
If you prefer to register your students (instead of them registering themselves), click on the Student Roster link in the left column. Click the “Register and Add New Student” button; enter the student name and a password for the student. 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.

**IMPORTANT:** Students should not create additional accounts. If students forget their username or password, use the roster to look up the username and/or enter a new password for them.

*Remind students not to create duplicate accounts if they forget their username or password.* Students can ask you for their username, and you can enter a new password for the student using the roster.*
Deactivate a class or an Investigation

To make a class inactive, then click the Manage Classes button. A new window will appear. You can uncheck particular classes on your list. All data from the inactive class will be preserved. You can drag and drop the classes to reorder the class list.

If you no longer want a student to see an Investigation that has been assigned, but you would like to continue viewing student work on that investigation, click the Class Setup link in the left hand column. Uncheck the material that you do not want to appear on your students’ list of Investigations. You will retain access to the class in your list. In the figure below, the students in the class will not see the ESS MS Seasons Investigation when they log in; they will only see the other three Investigations.
Following Student Progress

Recent activity

When you first log in, you will see graphs of your students’ recent activity. This provides you with a quick snapshot of who has completed work, who is still working on some of the activities, and who has not yet started.

You can get an overview bar graph or you can click on the Show detail link above each bar to get information on the individual students in a class.
**Student progress**

Individual student progress in each Investigation is also tracked on the Instructional Materials page.

1. In the left-hand column, click on **Materials** under the class name to access this view, as shown below.
2. Click on the tab for the Investigation you are interested in.
3. Each student’s progress is shown via orange progress bars.

For example, in the figure below, all students have completed the first two activities in an Investigation called *Energy In Chemical Reactions*, most have progressed through part of the third activity, and one student has completed the third and is part way through the fourth activity.
Viewing reports

Reports of student work can be accessed right from the Recent Activity page, using the Run Report buttons.

Four different types of detailed reports are accessed on the Instructional Materials page, as shown below. On any Investigation tab,

1. To access a summary of all student work for the Investigation, click the Run Report button.
2. To view all student work for one activity, click on the activity name.
3. To access a report for a specific student for the whole Investigation, click on the student’s name.
4. To access a report for a specific student for one activity, click on a progress bar.

5. The Full Status option of the class gives an overview of all assignments across all students.
Detailed reports feature the three basic types of questions in Investigations:
multiple choice, open response, and image questions.

**Multiple choice**
The summary page shows multiple choice questions as a histogram of student choices, making it easy to see which distracters are getting the most attention. The green bar indicates the correct answer. You can see all individual responses by clicking the orange “plus” icon.

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
<th>Percentage</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. toward Earth.</td>
<td></td>
<td>25.0%</td>
<td>1</td>
</tr>
<tr>
<td>2. away from Earth.</td>
<td>✓</td>
<td>50.0%</td>
<td>2</td>
</tr>
<tr>
<td>3. in an elliptical orbit around the Sun.</td>
<td></td>
<td>0.0%</td>
<td>0</td>
</tr>
<tr>
<td>4. in a circular orbit around the Sun.</td>
<td></td>
<td>0.0%</td>
<td>0</td>
</tr>
<tr>
<td>Not answered</td>
<td></td>
<td>25.0%</td>
<td>1</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td><strong>100.0%</strong></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>

**Open response**
Click the ➕ icon to see a list of student responses.

<table>
<thead>
<tr>
<th>Answer</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answered 4</td>
<td>Just because we haven’t found it doesn’t mean it isn’t there</td>
</tr>
<tr>
<td>Skipped 0</td>
<td></td>
</tr>
<tr>
<td>Total 4</td>
<td></td>
</tr>
<tr>
<td>Charlie Brown</td>
<td>Just because we haven’t found it doesn’t mean it isn’t there</td>
</tr>
<tr>
<td>Sally Brown</td>
<td>because</td>
</tr>
<tr>
<td>Snoopy Brown</td>
<td>Because there are so many planets why not?</td>
</tr>
<tr>
<td>Peppermint Patty</td>
<td>because I heard of evidence in the news</td>
</tr>
</tbody>
</table>

**Image questions**
Students submit snapshots of their work as answers to image questions. Scan through students’ snapshot responses by dragging a slider back and forth (see figure below). Click on an image to enlarge it for closer viewing. To see a listed display of all student responses, click the orange “plus” icon in the upper right corner.

![Image Question Example]
Customized Reports
From the summary page you can create a customized report. Select the questions on which you want a report by checking the check-boxes next to each item; then click the Show selected button. You can print the report using the links in the upper left corner of the report. For sharing anonymous student work use the “Hide Names” button.

Student access to reports
Students can track their own progress and access reports of their own work, as shown below. Overall progress through an Investigation is shown in the topmost progress bar labeled “completion”. Individual activity progress is shown by clicking the blue triangle. Students access a detailed report of their work via the link beneath the bars.
Creating and using links

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 on the **Links** option.

Once several links are made you can manage their visibility, order them, delete them, or edit them. When a student logs in they see a list of links above the assigned investigations like this.
Navigating an Investigation

A walk through an investigation

Sequence: HOW DO ELECTRICALLY CHARGED OBJECTS INTERACT? (V2)

When students click the run button for an investigation they are taken to the “home” page for that investigation.

This investigation has four activities represented by the four squares shown here.
Once the students click one of the squares they will be taken to the index page for that activity. Clicking on the the first square would show you this:

From here one can jump to a particular page or just press “Begin activity.” Once on a page students can navigate in the following ways:

- Use the numbers in the upper right corner to jump from page to page.
- Use the “Next” and “Back” buttons at the bottom of each.
- Use the “Menu” to jump to any place in the entire investigation.
- Use the “Home” icon to jump back to the investigation page showing a square for each activity.

In general students can move from page to page freely throughout the entire investigation. However, prediction questions require an answer, and have a “submit” button. If a student encounters a page with a prediction question, they must answer that question and press the submit button before moving forward.