



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 "Portal" link:

<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 "I don't know my password!" link.



3. Add a class



Click the Add a Class link.  [Add a new class](#)



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. For example, 2009-2010.
- 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:

ER Activities select all

  Activity 1: The Virtual Greenhouse

  Activity 2: The Virtual Field


  Activity 3: Changes in the Environment

  Sample rabbits models (NetLogo)

After you've selected one or more activities for your students, click the button titled "Save this Class."

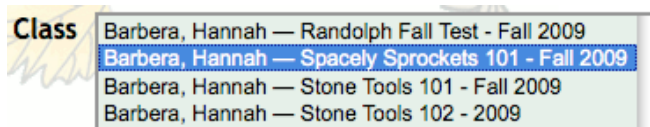
4. Add students

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.

Click the "Add a new student" link. 

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. 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 different things - from adding classes and students to viewing reports. These different features are available by clicking various icons on your Portal home page.




Previewing a class

Click on the  icon to see what the class looks 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 allows you to 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.


Change the settings

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 “View student work” section below.

View a class list

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

Archive this Class

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 Item

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.

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.


**Welcome, Hannah
Barbera**
[Sign out?](#) | [My Info](#)








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 next to 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 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.

Student	Activity 1: The Virtual Greenhouse 	Activity 2: The Virtual Field 
Jetson, Astro (astroj)		
Jetson, Elroy (elroyj)		
Jetson, George (georgej2)		
Jetson, Jane (janej)		
Jetson, Judy (judyj)		

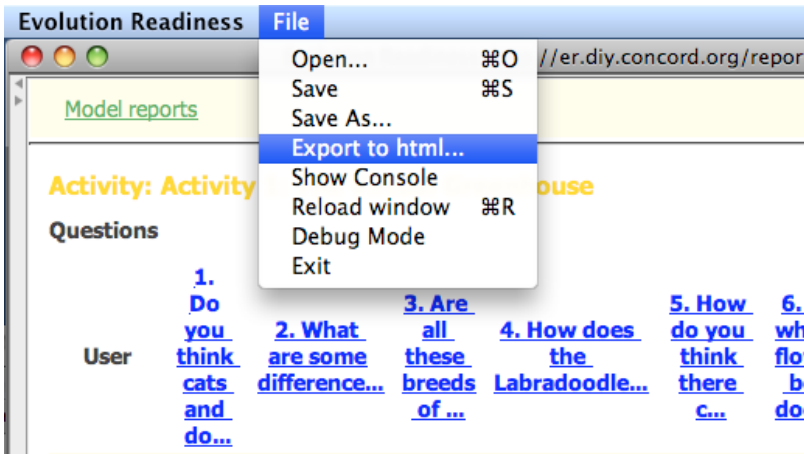
By clicking on a  icon you will launch the activity and see the same view as in the student option above. If you click the  icon beneath the name of the activity, you will launch a whole class report with students' answers for the questions within the activity. For multiple-choice questions, a green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

Activity: ER Activity

Questions

User	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.	 2/6
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	 2/6
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, choose "Export to html..." from the file menu. Make sure to give your file a name that ends in ".html" (e.g., Jones_Activity1_Report.html).



Then, open a web browser such as Netscape, Internet Explorer or Safari. Open the html file that you just created by going to the File menu on the browser, then Open File, then navigating your computer. Use your browser's normal print function to print the report.



8. Portal for your students

Have your students access the Evolution Readiness Portal by going to the ER website and clicking the "Portal" link:

<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.

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.

