Using the High-Adventure Science Portal

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1. Registering for an account

Go to http://has.portal.concord.org. Click the Register link, and click the **Go** button.
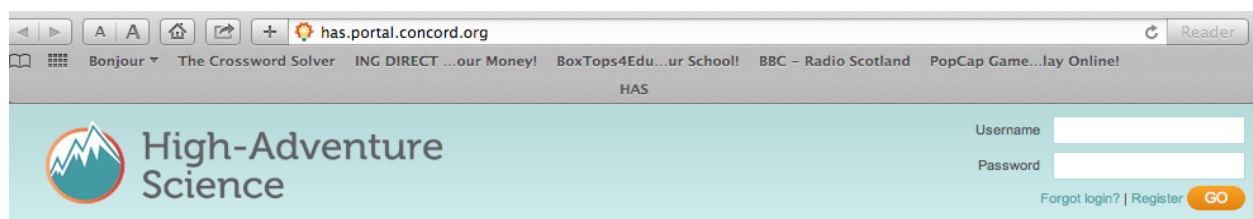
Click the **Sign up as a teacher** button.

Complete the registration. If your school district isn't listed, choose a nearby one. If your school isn't listed, type in your school's name.

Remember your username and password. You will need these for future logins.

An activation code will be sent to your email address, so that you can continue with your registration.

When you receive your activation email, click the Confirm my account link, and you will be logged into your new account.

2. Setting up classes

When you log in for the first time, you will be prompted to create a class. Click the **Create a Class** button in the left sidebar.
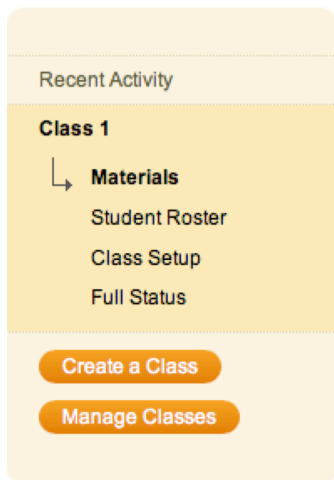
Recent Activity

Create a Class

Manage Classes
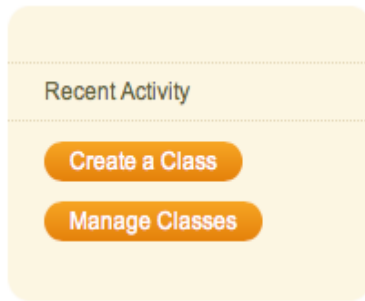
Fill out the information for your class and press the **Save** button.

Class Word
The **Class Word** is how your students will join your class. The **Class Word** needs to be unique across all teachers in the portal so that your students will end up in the correct class. You can use letters and numbers in the **Class Word**. It is *not* case sensitive. Pick something funky and memorable for your students!

Repeat this process for as many classes as you have.

3. Finding materials to assign

Recent Activity

Class 1

↳ **Materials**

Student Roster

Class Setup

Full Status

Create a Class

Manage Classes

The next step in the process is to find the materials you want to assign to your classes. Click the Materials link under your class in the left sidebar.

Click the **Assign Materials** button.

You will see a search box and filter criteria.

Instructional Materials

SEARCH [   ] GO

- Hide Filters

Sort By
Oldest
Newest
Alphabetical
Popularity

Material Type
☑ Sequence
☑ Activity

Material Properties
☑ Runs In Browser
☐ Requires Download

Authorship
☑ Official
☐ Authored by Community

Sensors
☐ No Sensors Required

Select **all** | **none**
☐ CO2
☐ Colorimeter
☐ Conductivity
☐ Current (+/- 0.6A)

Make sure that both the **Sequence** and **Activity** boxes are checked under **Material Type**.

If you are looking for materials that will run in the browser (as opposed to Java-based activities), check the **Runs in Browser** box.

Browse the list of activities available. When you find the activity that you want to assign, click the **Assign to a Class** button.

`runs in browser` `official`   Preview ▼   Assign to a Class
v3 (2013-2014) Land Use Pre-test
By Sarah Pryputniewicz

This should be given directly before using the High-Adventure Science land module. Show more details...
Not used in any class.

You can also type keywords into the search box to search for related activities. For instance, if you type "climate", the pre-test, module, and post-test for the climate module will show up in your search results.

4. Assigning and unassigning materials

Assign Materials to a Class

Activity: **v3 (2013-2014) Land Use Pre-test**

Select Class(es)

☐ Class 1

Save   Cancel

Check the box next to the classes to which you want to assign this activity.

You can assign this activity to all of your classes at once!

When you have found all of the activities you want to assign, just click on your class in the upper left sidebar.

There are times that you might want to unassign materials from your classes. After your students have done the pre-test, you don't want them to have access to it. So you can just unassign it.

Select the class from the sidebar at the upper left. In your class view, click the **Manage Materials** button.

Instructional Materials

Manage Materials   Assign Materials

◄ v3 (2013-2014) Land Use Pre-test

▶

Activity: **v3 (2013-2014) Land Use Pre-test**(assigned on 08 May 2014)   Run as Teacher

Run as Student

Student Submissions   Run Report

No students have registered for this class yet.

On the next page, uncheck the box next to the activity that you want to unassign. Your students won't be able to see it anymore. You will still have access to that activity (and any student data) in your teacher view.

5. Adding students to your class

What's a class without students? Time to add students.

There are two ways to do this:
    a. Add students yourself.
    b. Let the students add themselves.
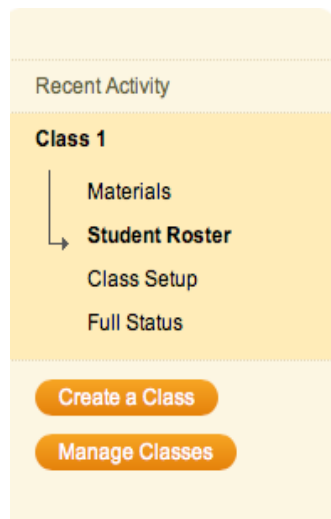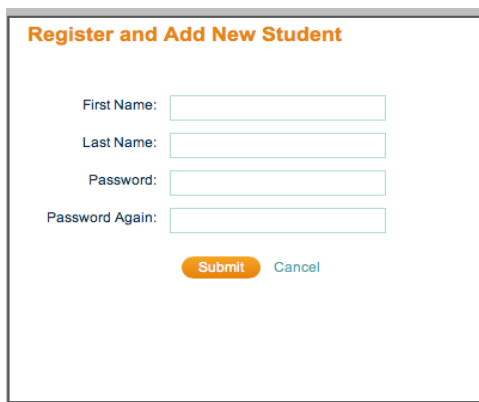
Method 1: To add students yourself, click Student Roster in your class.

Click the **Register and add new student** button.

Fill out the information, and press **Submit**. Continue for your entire class.
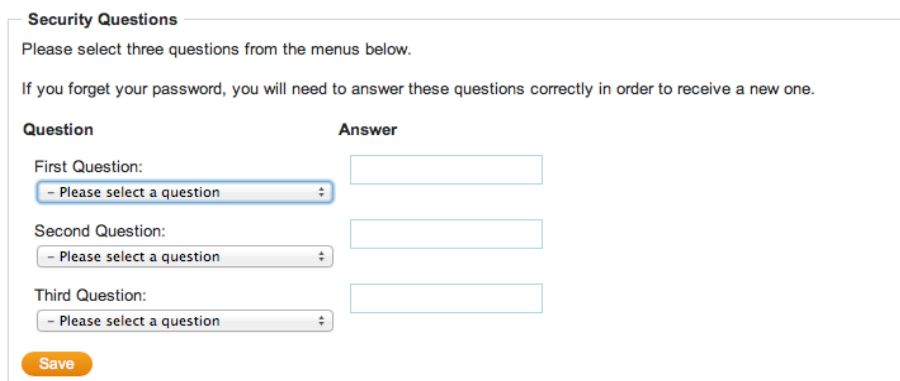
When you are done, you can print your student roster (click the **Print Student Roster** button). (You'll have to write down the passwords separately; they are not printed with the roster.)

With this process, you will need to set the students' passwords. When the students log in for the first time, they will be prompted to give answers to three security questions. In case a student forgets his/her password, s/he will need to answer these questions successfully to reset his/her password.

Method 2: To allow students to register themselves, tell them to go to http://has.portal.concord.org.

Tell them to click the Register link, and click the **Go** button.
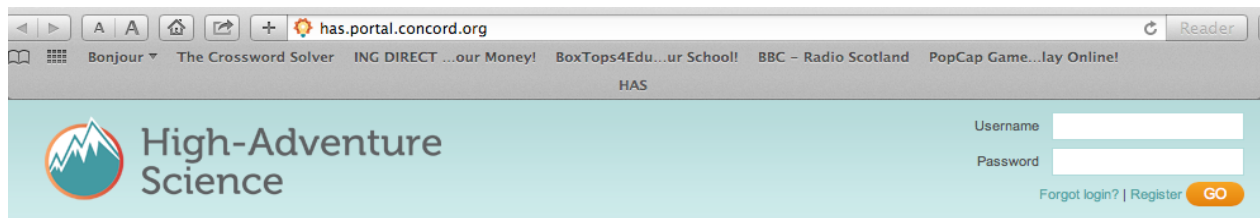
Tell them to click the **Sign up as a student** button.

Tell your students to fill out the information on the student registration page. They will need to enter the **Class Word** and answer the three security questions.

What happens if (when) your students forget their usernames or passwords?

Go to your Student Roster for your class. You can tell the students their usernames from this list.

Students can reset their own passwords as long as they remember the answers to their three security questions. If they forget those answers, you can reset the student's password within the student roster.

6. Following student progress

Once you have classes set up and students have done some work on activities, you'll see class progress when you log in to the portal.

The default view is the Recent Activity view.

Signed in successfully.

Recent Activity

Recent Activity

Class 1

Create a Class
Manage Classes

☐ Completed ☐ In Progress ☐ Not Yet Started

Class 1 : v3 (2013-2014) Land Use Pre-test   + Show detail

Class Size = 2

Run Report

1   1

If you click on a specific class, you will see the progress of the students in that class.

These reports update in near real time for browser-based activities. You may need to reload the page to see the most recent updates to the server.

This provides a good way to monitor students' progress as they work through the activities.

Recent Activity

Class 1
 Materials
 Student Roster
 Class Setup
↳ Full Status

Create a Class
Manage Classes

Teacher **Sarah Teacher**   Semester **Fall**   Class Word **1892monkeys**

Full Status

☐ Completed ☐ In Progress ☐ Not Yet Started

ACTIVITY	v3 (2013-2014) Land Use Pre-test
Name, First	
Name, Second	

7. Generating reports

Of course, you'll also want to see your students' answers to questions in the activities.

To run a report, click on Materials under your class.

Click the **Run Report** button on the activity you want to see.

You'll see a list of all of the questions in the activity.

Click the show responses link next to any question, and you will see each of your students' answers to that question (provided that they have run that portion of the activity).

What if you want to look at students' answers to only a few questions?

If you want to look at a few selected questions over the entire activity, check the box next to the left of each question you're interested in, and click the **Show selected** button.

If you want to look at all of the questions in the entire activity, click the all link next to the activity name.
If you want to look at all of the questions in a particular section, click the all link next to the section name. (For single activities (non-sequences), this is the same as the entire activity.)

If you want to look at all of the questions on a particular page, click the all link next to the page name.

Once you are satisfied with your report, you can print the report for all users (print all users link), which will give you pages that you can grade and hand back to students.

8. High-Adventure Science from a student's perspective

Once a student has registered and logged in at http://has.portal.concord.org, s/he will see the student homepage with the activities that you have assigned to his/her class.

There is no need for the student to enter a new class word unless you want him/her to join another of your classes!

When the student clicks the **Run** button under the activity, the activity will open in a new tab (if it is a browser-based activity).

At the end of a browser-based activity, the students will have the opportunity to generate a report of their work. This is useful if students are not logged in to the portal, or if students want to print their answers for study purposes.
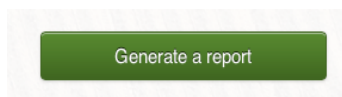
If they are logged into the portal, their answers are automatically sent to their account. When the students go back to the student portal page after having run an activity, they will see a progress bar indicating their progress on the activity.

When students click the Generate a report of my work link, they'll see a full report of all of their work that was sent to the portal.

The student will see green bars indicating correct answers and red bars indicating wrong answers to multiple-choice questions (when the author has indicated the correct answers in the authoring system).

Note that the author will not always set the correct answers in the activity, as this allows the student to see the correct answers to pre- and post-tests! In this case, the student will see that all of their answers are "wrong." Use the answers in the teacher guides to assess the correctness of students' answers.

9. Teacher guides

You can see the answer keys in the teacher guides for each activity. Teacher guides are only visible to the teacher! In the activity browser, click the **Teacher guide** button next to the activity to see a PDF version of the teacher guide.

There may not be a teacher guide for each activity, though we're certainly working to remedy that!

Still have questions or comments?

Write to us at HAS@concord.org, and someone will respond with an answer!