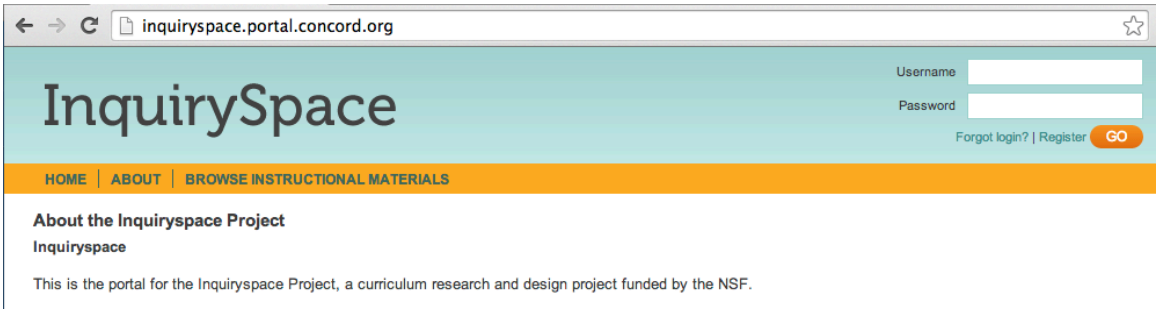
InquirySpace Teacher Guides:
Portal and Quick Start Guide

Contents:

1. Registering for an account

Go to http://inquiryspace.portal.concord.org. Click the Register link, and click the **Go** button.



Click the **Sign up as a teacher** button.

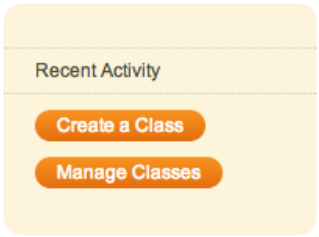
Complete the registration. If your school district isn't listed, choose a nearby one. If your school isn't listed, type in your school's name.

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

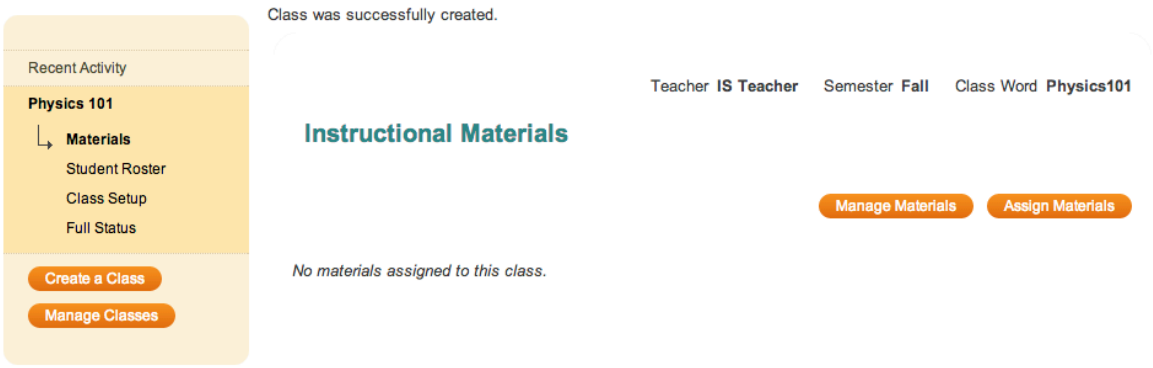
An Important Note: The Class Word

An important part of setting up a class is choosing a **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 fun and memorable for you both you and your students!

Repeat this process for as many classes as you have.

3. Finding materials to assign

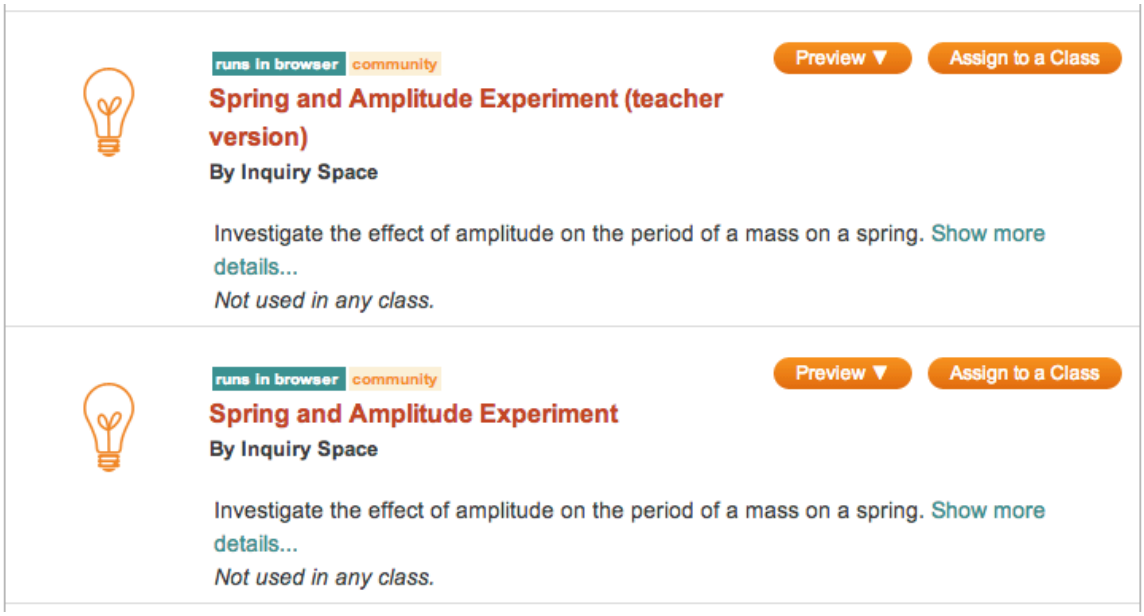
The next step in the process is to find the materials you want to assign to your classes. Click the Materials link under your class in the left sidebar. Then, click the **Assign Materials** button on the right.



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

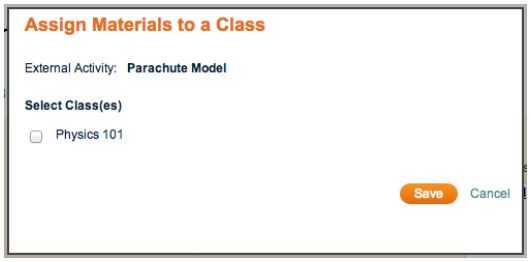
An Important Note: Teacher Version

Note that there is a **teacher version** of each activity. The teacher version contains tips for teachers and should not be used with students.



4. Assigning and unassigning materials

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

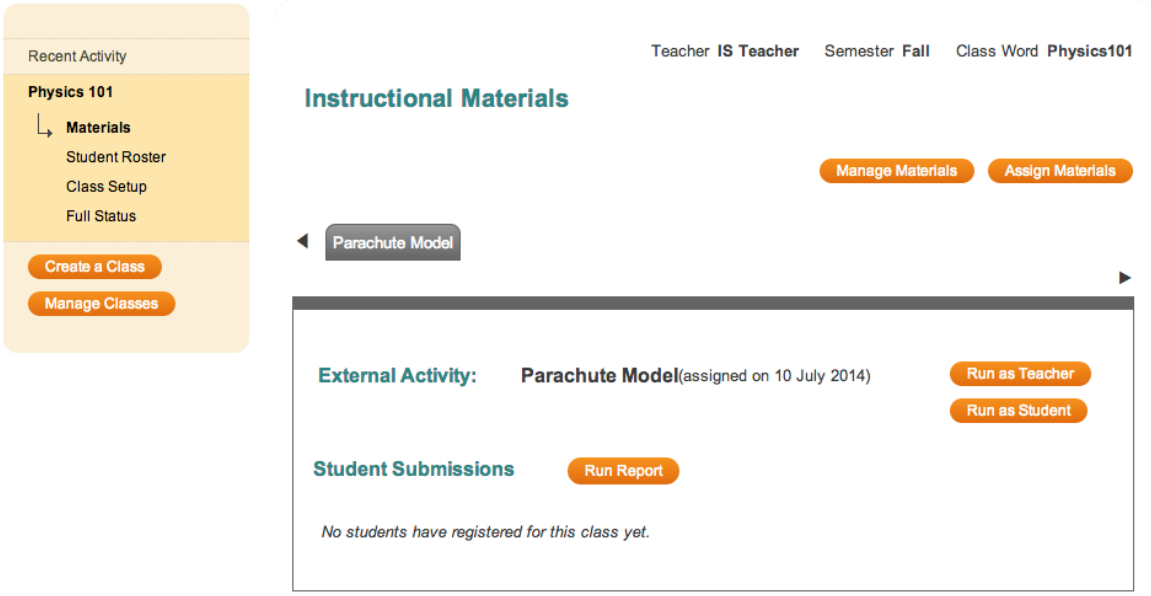


You can assign this activity to all of your classes at once!

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.



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.

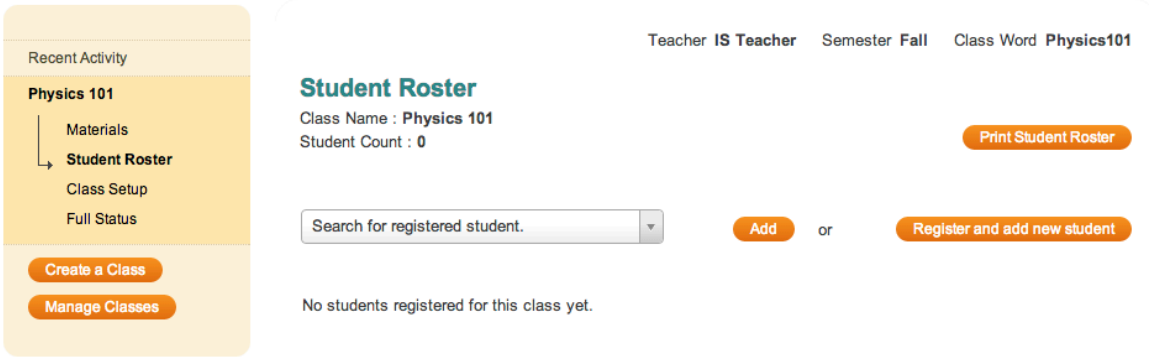
5. Adding students to your class

InquirySpace activities were designed for use by small student groups rather than individually. We recommend that you create one account for each student group. Give each group a unique name. The system will generate the username based on the first letter of the "first name" you give the group and then entire last name. If that combination has already been used, the system will add a number to the end of the group name.

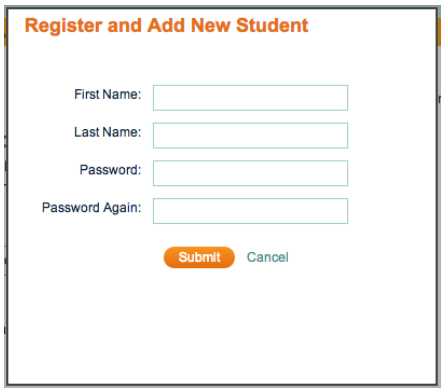
There are two ways to add students:

A. Add group accounts yourself.
B. Let the students add themselves.

Method A: To add group accounts, click the Student Roster option under your class.



Then, click the orange **Register and add new student** button on the right side of the screen.



Then, fill out the information, and press **Submit**. Continue for your entire class.

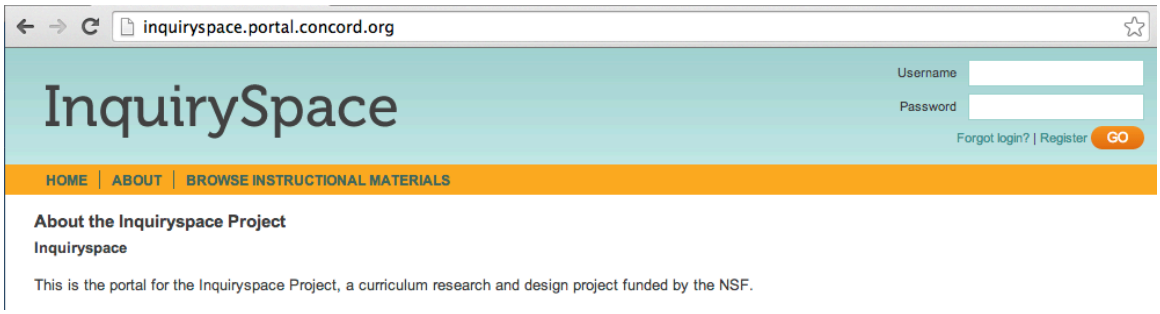
When you are done, you can print your student roster (click the **Print Student Roster** button). This roster includes *only* the student usernames, not the passwords.

An Important Note: Passwords

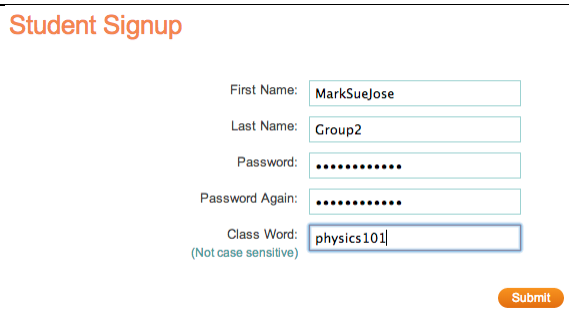
Write down each password that you assign to each group. Passwords are not printed with the class roster. With this process, you will need to set each group's password.

Method B: Student can self-register at:

http://inquiryspace.portal.concord.org.



Have students click the Register link on the Portal homepage, and click the **Go** button. Then, they will click the **Sign up as a student** button and fill out the registration form.

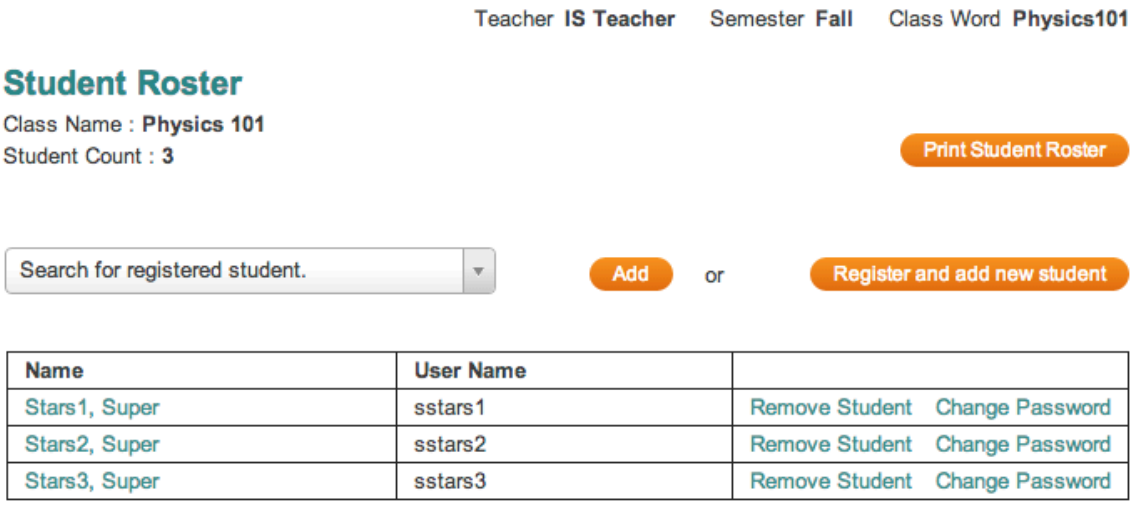


Tell your students to fill out the information on the student registration page. They will need to enter the **Class Word**.

An Important Note: Passwords
Have students write down their username and password. Passwords are not printed with the class roster. Only the teacher can reset a student's password.

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

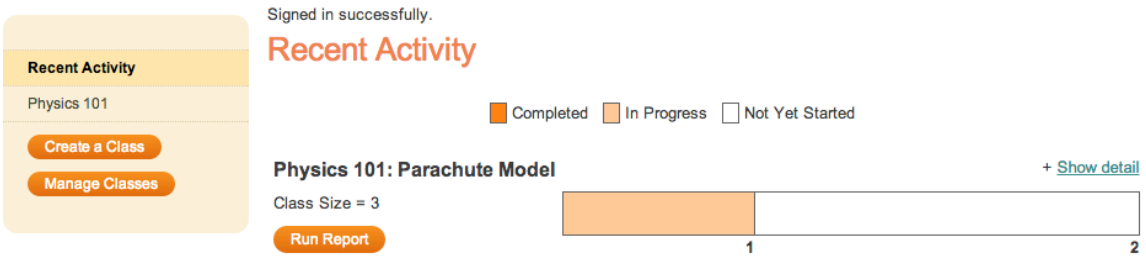
Go to the Student Roster for your class. Student group names are listed. You can reset a group's password within the student roster by clicking the "Change Password" link.



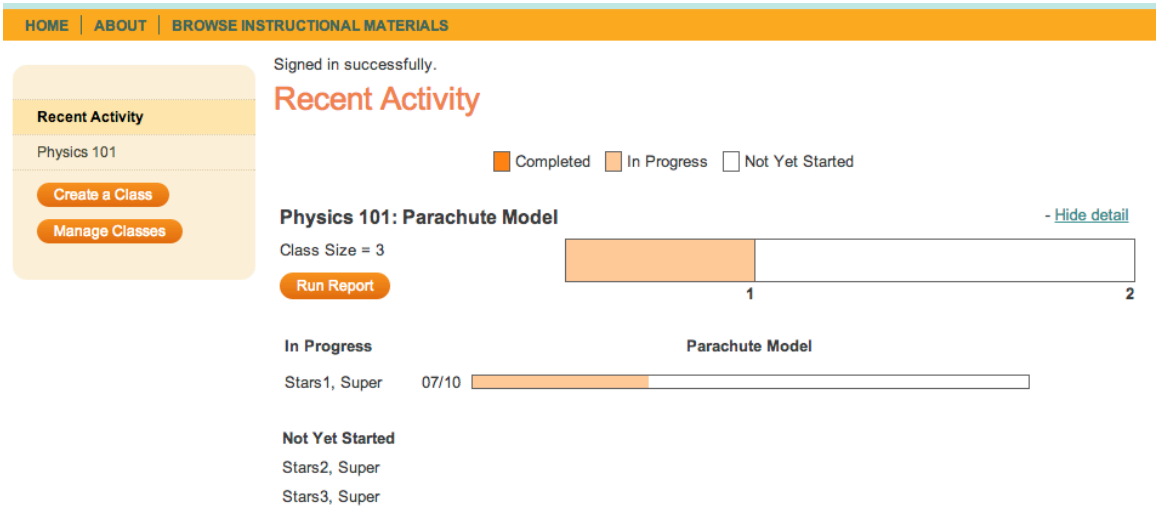
6. Following student progress

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. In this example, the bar graph shows that one group is “In Progress” and two groups have “Not Yet Started”.

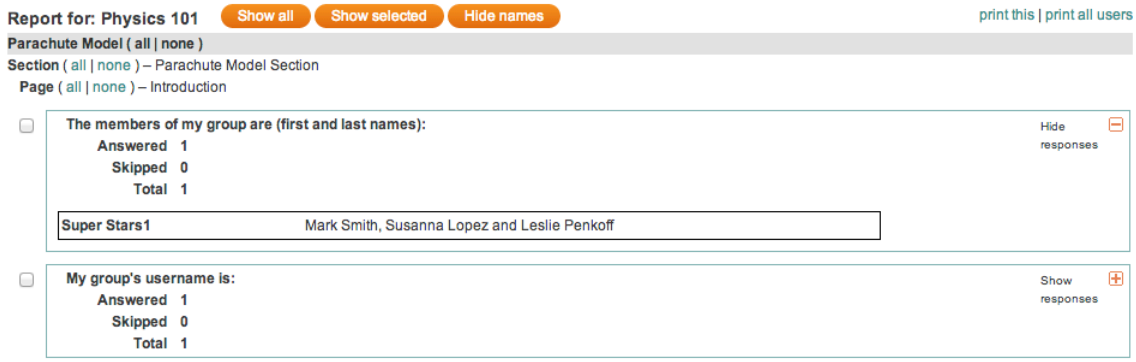


If you click on a specific class, you will see the progress of the specific groups in that class. This provides a quick way to monitor students' progress as they work through the activities.

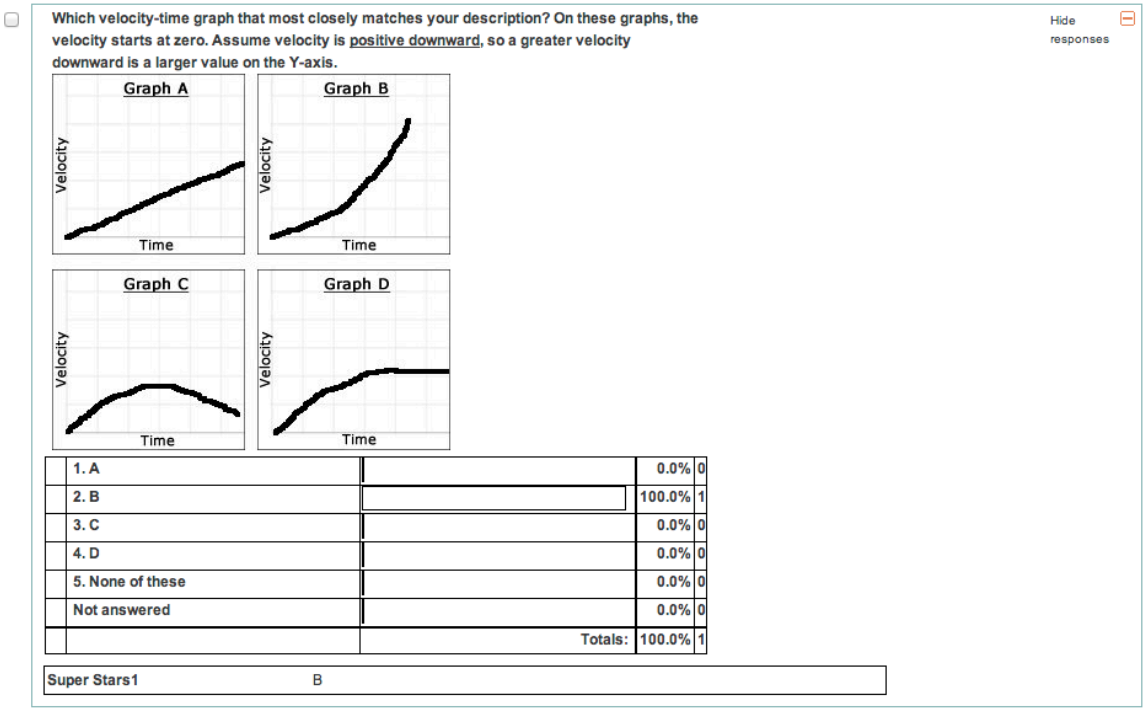


7. Generating reports

Of course, you'll also want to see your students' answers to questions in the activities. To do this, click the **Run Report** button on the activity you want to see.



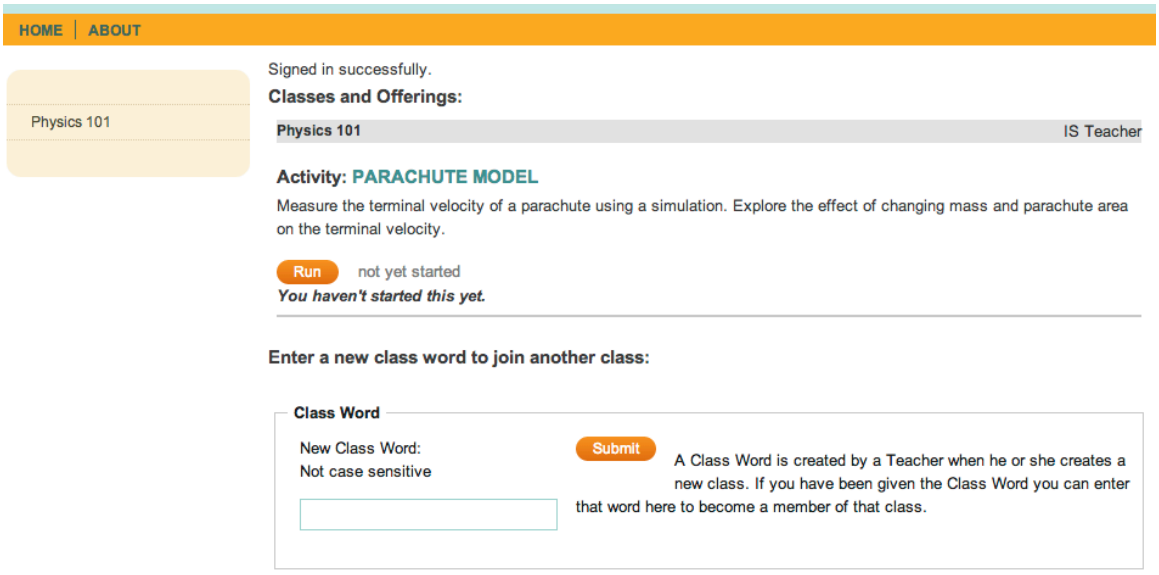
You'll see a list of all of the questions in the activity. Click the Show responses link next to any question, and you will see each of your students' answers to that question (provided that they have run that portion of the activity). The Hide responses link will collapse question responses. Multiple-choice questions and answers are also shown.



You can print the report for all users using the print all users link at the top of the report. This will generate you pages that you can grade and hand back to students.

8. Running an activity

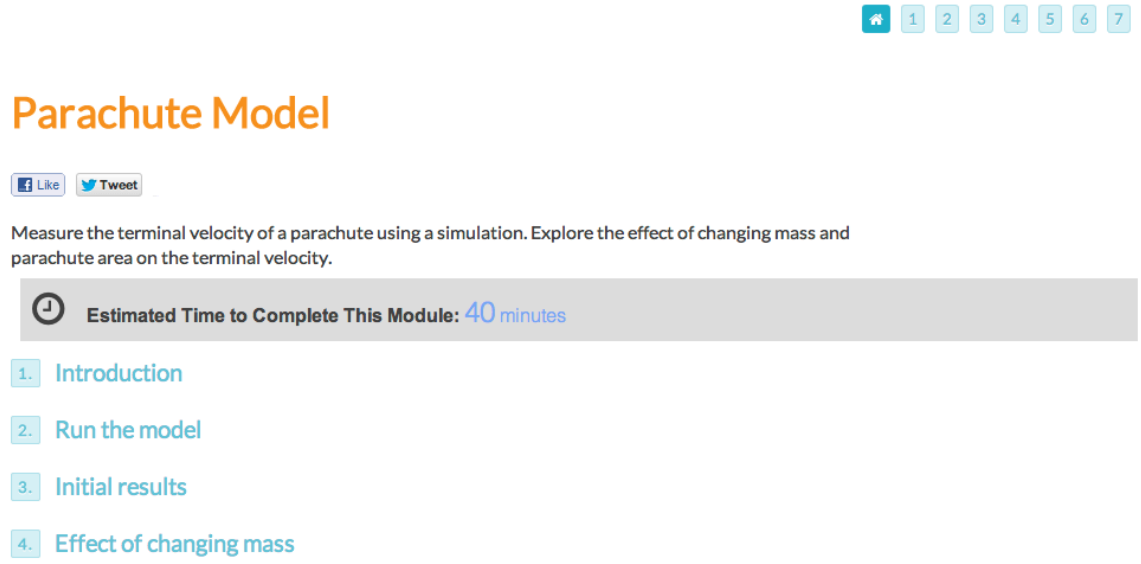
Once a group is registered and logged in at http://inquiryspace.portal.concord.org, they will see the homepage with the activities that you have assigned to the class.



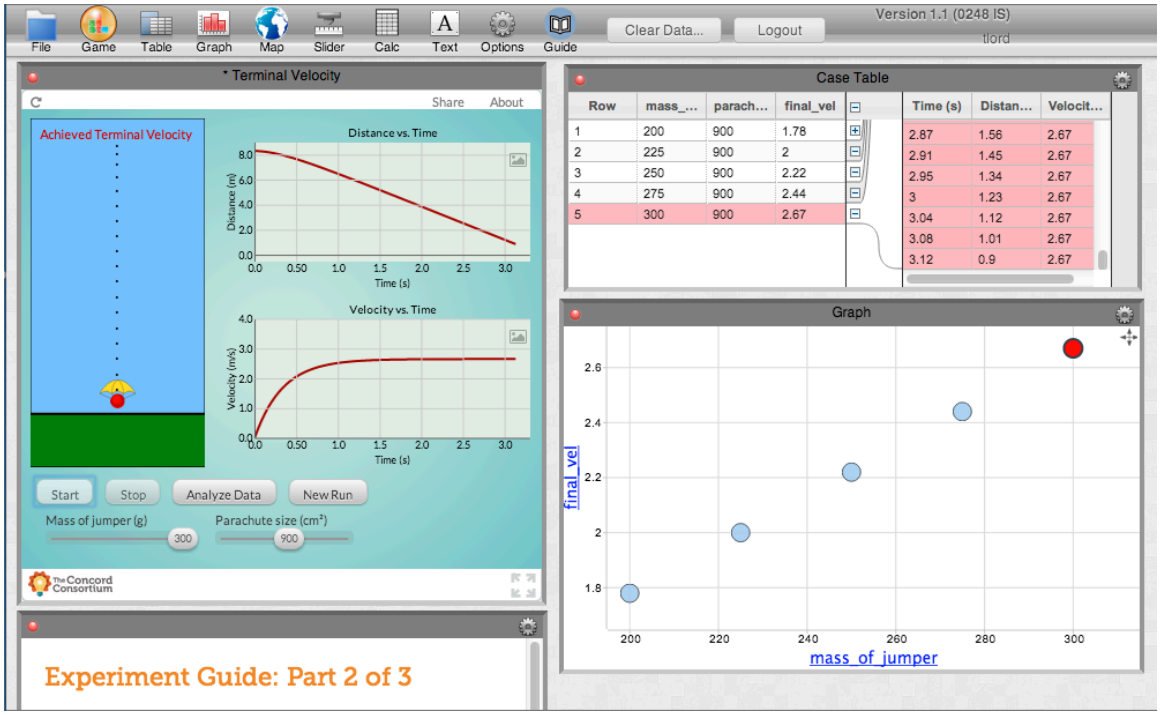
An Important Note: New Class Word Box

There is no need for students to enter a new class word unless you want them to join another of your classes!

When the student clicks the **Run** button under an activity, the activity will open in a new tab. Students should follow the steps of the activity in sequence. Any answers to questions within the activity are automatically saved to their account.

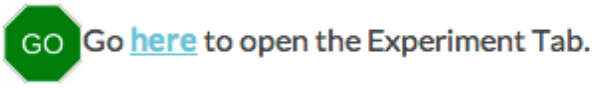


Each InquirySpace activity has two parts, the Lab Report (shown in the screenshot above) and the Experiment Tab (shown in the screenshot below).

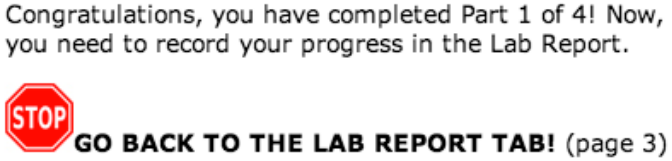


The Lab Report Tab is what is first launched via the Portal. The Lab Report for each activity gives background information and instructions for setting up experiments, asks questions, and saves answers. Eventually, the instructions within the Lab Report will ask students to collect and analyze data using the CODAP environment, which is referred to as the Experiment Tab. The Experiment Tab is where students will use sensors or run models to collect data, create graphs, and analyze data.

When it is time to use CODAP, students will see this sign in the Lab Report:



The CODAP environment will open in a new browser tab. CODAP is a separate piece of software with its own ability to save work. Work in the Experiment Tab is not yet shown in the Portal Reports (this feature is in development). As students work through the InquirySpace activity, they will move back and forth from the Experiment Tab to the Lab Report Tab. Remind students to read the instructions carefully and watch for Stop and Go signs! They will be directed to return to the Lab Report with messages like this:



Got questions?

Write to us at inquiryspace@concord.org, and someone will respond with an answer as soon as possible!