

Getting Started with Science Instructional Resources

This guide outlines how to interact with the Instructional Resources platform and interface. It covers how to create teacher and student accounts, creating and managing classes, finding and assigning science instructional resources, and grading student work.

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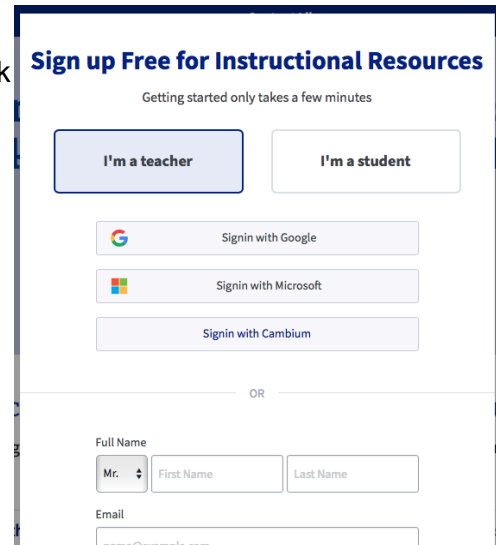
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Teacher Accounts

Signing Up for a Teacher Account

1. Go to <https://sd.instructionalresources.org> and click the Sign Up button in the top right of the screen.
2. Then click "I'm a teacher."
3. The pop-up will update and give you the option to sign up with Google, Microsoft, Cambium, or to complete the account creation form.
4. After you register, you'll need to tell us a little more about yourself: the name of your organization and also your role at this organization.
5. Now you're on your dashboard and can get to using Instructional Resources with your students.

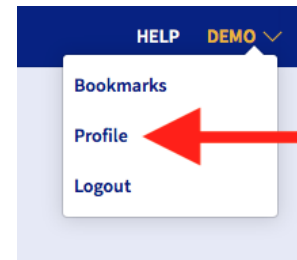


Signing Up with Single Sign On (Google, Microsoft, Cambium)

1. Go to <https://sd.instructionalresources.org> and click the Sign Up button in the top right corner of the screen.
2. Then click "I'm a teacher."
3. You may select to sign up for Instructional Resources with your Google, Microsoft, or Cambium account.
4. You will be redirected to Google or Microsoft or Cambium so they can confirm your credentials.
5. After you confirm your credentials, you'll be brought back to continue the account creation process.
6. When returning to Instructional Resources, you may quickly login without having to provide a username or password. All you need to do is click on login in the top right corner of the window, and then click Sign in with Google or Sign in with Microsoft or Sign in with Cambium in the sign in pop-up.

Manage your Profile Settings

1. To find your profile, click or hover on your username in the top right of the navigation menu.
2. From the dropdown menu that appears, select "Profile."



Update Your Profile

1. Ensure you're on the "Profile" tab. Then click "Edit Profile."
2. You may now update your title, first name, last name, email, organization, role, city, region, and bio.
3. Once you're ready, click "Update" to preserve your new changes.

Changing Your Password

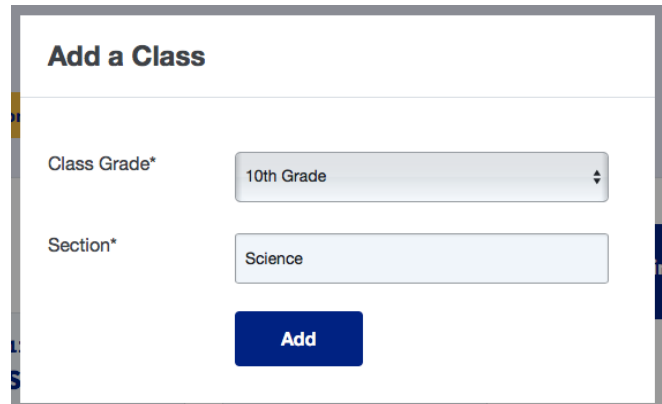
1. Ensure you're on the "Profile" tab.
2. Scroll to the bottom of the page then click "Change Password" to view a pop-up allowing you to change your password.
3. You'll need to provide your old password, and then provide and confirm a new password.
4. Finally, click "Update Password" to update your password.

The screenshot shows a user profile page for 'Demo Teacher'. At the top right, there are links for 'Dashboard' and 'Content Library'. The user's name 'Demo Teacher' and role 'Teacher' are displayed on the left. A navigation menu on the left includes 'Profile', 'Classes', 'Bookmarks', and 'Activities'. The main content area is titled 'Profile' and contains a message: 'Please spend a few minutes to complete your profile. This way, other teachers and i learning environment in your classroom.' Below this is an 'About Me' section with the text 'No Information Provided.' An 'Overview' section lists user details: Email (Demo@test.com), Organization (Tuva School), Role (Teacher), City (New York City), and Region (NY). At the bottom, there are two buttons: 'Edit Profile' and 'Change Password'.

Creating & Managing Classes

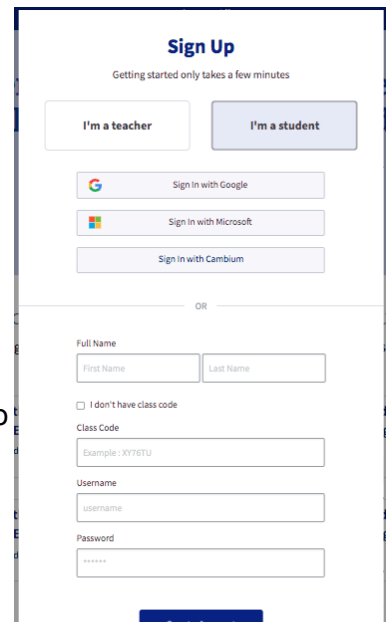
Creating a Class

1. Go to your Dashboard.
2. Click 'Create a Class' at the top of your dashboard.
3. A pop-up will appear for you to enter the grade level and section for your class. Click 'Add' and your new class will appear on your dashboard.



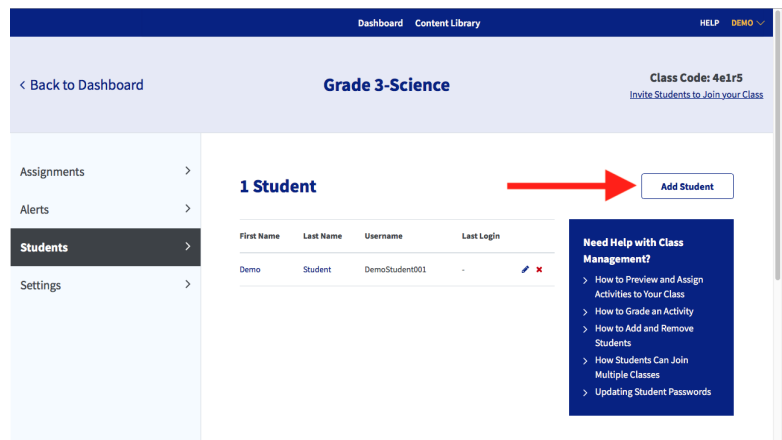
How Students Can Sign Up and Join a Class

1. Your students will need to go to <https://sd.instructionalresources.org> and click Sign Up in the top right corner of the screen.
2. Then, they will click "I'm a Student" in the Create Your Account pop-up.
3. When your students are signing up, they have to provide their name, class code, and create a username and password. By inputting your class code when your student is creating their account, they will automatically be added to your class and receive any assignments you've already assigned to the class.
4. After clicking sign up, your student will land on their Dashboard.



How to Manually Add or Remove Students

1. From your dashboard, select the classroom you want to add students to or remove students from.
2. If you're not already viewing the Students tab on the classroom dashboard, click "Students" on the classroom navigation menu.
3. **Adding Students:** By clicking "Add Student" near the top of the Students



section, you may manually add students to your class by creating accounts for them. You will have to provide their first name, last name, create a username for them, and also create a password for your student. You will need to share the username and password with them.

4. **Removing Students:** Notice the X icon in row with each student's name and username. Clicking the X icon and then clicking "Confirm" on the proceeding pop-up will remove the student from your class. This will not delete the student's account. They will still be able to rejoin the class.

Registering your Students with Google Classroom

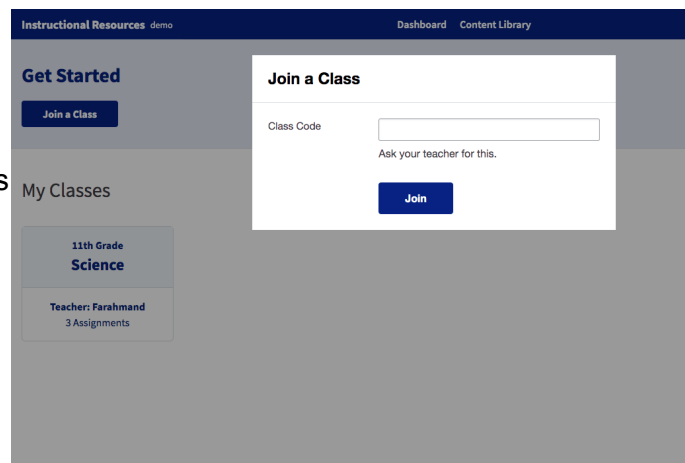
1. From your Dashboard, click on the button called 'Google Classroom.'
2. A popup will appear letting you pick the Google Classroom you want to import.
3. After selecting a specific class, the popup will update with new information. The popup will show you a list of students you're about to import and also give you the option to modify the name of the class. You'll need to select the grade level for your class. Finally, click 'Add' to import the class.
4. The Google Class will now appear on your dashboard with a small Google Classroom icon letting you know it's been imported from Google Classroom.

How Students Can Join Multiple Classes

1. Once your students are on their Dashboard, they can click "Join a Class" near the top left of their Dashboard.
2. Inputting the class code for the class they're trying to join will automatically add them to the class.

Note: If you use a Learning Management System (LMS), you may share a 'join' URL that allows students to directly join your class. To find the 'join' URL, go to the classroom you want your students to join.

Next, click the text in the top right of the classroom "Invite Students to Join your Class" and copy the URL that appears. Share this URL with your students on your LMS, and your students will be able to directly join your classroom without having to input any class code.

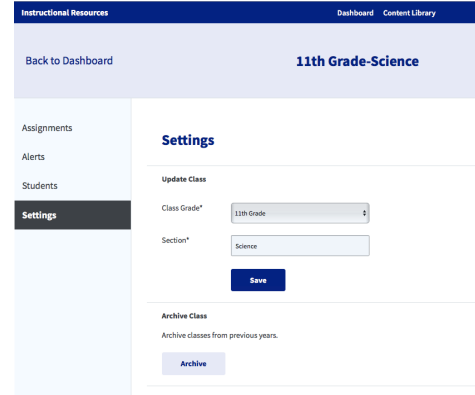


Archiving Your Class

To reduce clutter on your dashboard, you may archive classes from years past. Archiving a class will hide a class from your dashboard and pause any future activities from being assigned to it.

How to Archive your Class

1. From your dashboard, click on the class you want to archive.
2. Now that you're in your class, click on the "Settings" tab.
3. Click "Archive Class" and then confirm that you want to archive your class in the confirmation pop-up.

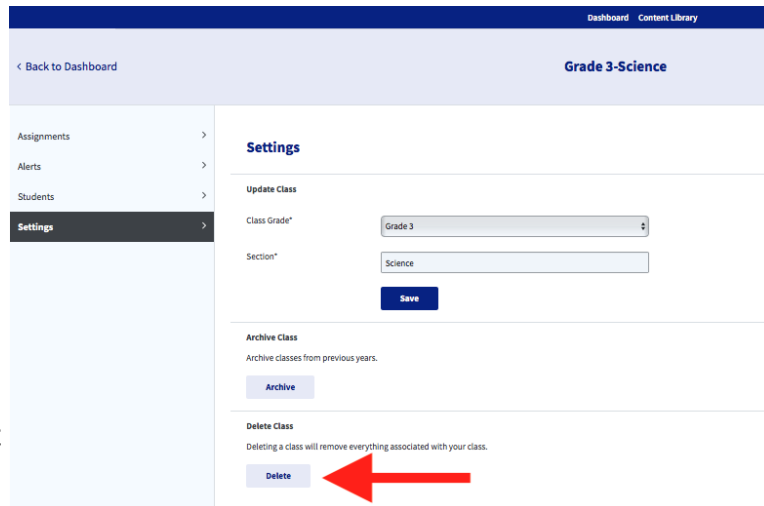


How to Find and Unarchive your Archived Class

1. You will need to access your profile to see your archived classes. Hover or click on your username in the top right of the navigation menu, revealing a dropdown menu.
2. Click on "Profile" to go to your profile.
3. Now that you're on your profile, click on the "Classes" tab. Here you will see all your classes, both archived and unarchived classes.
4. To unarchive a class, click on the "Unarchive" link associated with the class you want to unarchive.

Deleting Your Class

1. From your Dashboard, click on the class you want to delete.
2. Once in your class, click on the "Settings" tab.
3. On this tab, scroll to the bottom of the page and you will see a button marked "Delete Class." Click it and confirm that you actually want to delete your class.

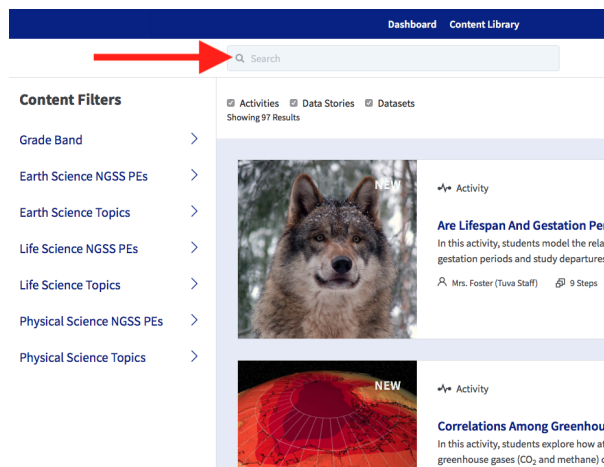


Note: *Deleting your class will permanently remove all information, assignments, grades, and anything else associated with it. You will no longer be able to access this information. This will not delete student accounts. Instead, all students will be removed from the class.*

Finding and Assigning Science Instructional Resources

Searching for Data Stories, Activities, and Data Sets

1. To search for content you'll need to head over to the Content Library. Near the top of the page you'll see the search bar.
2. You can use this search bar to find Science Instructional Resources (Data Stories, Datasets, Activities, Courses, Tutorials, and other resources). While searching, you may use a word, phrase, and/or educational standard (Common Core and Next Generation Science Standards).
3. After typing into the search bar and pressing enter on your keyboard or clicking the search icon, you'll be taken to the search results page.
4. The search results page will retrieve and organize your search results. Notice the check boxes appearing immediately below the search bar. You have the option to uncheck the content types you don't want to view: data stories, activities, datasets, or other. The "Other" tab contains everything from courses, tutorials, to printable handouts to collections.

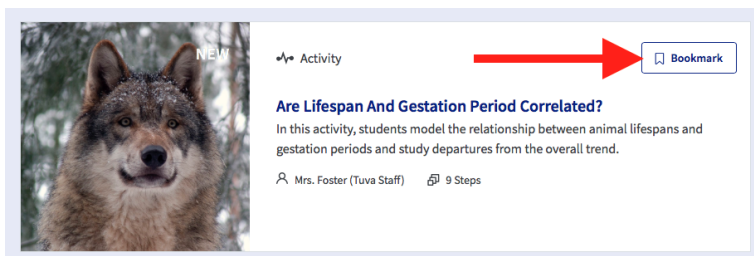


Bookmarking Content

Sometimes you'll come across a dataset you want to save for later, bookmarking it is the easiest way to find it again.

How to Bookmark

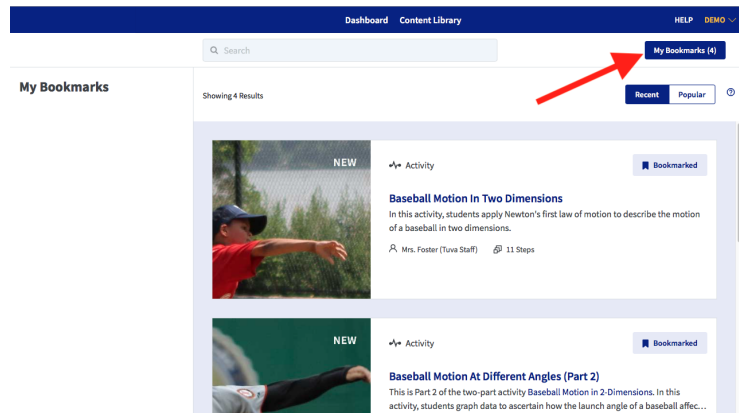
1. There are two locations where you can find and click the bookmark button.
2. The first place is from the Content Library. Each content block has a bookmark button that can be clicked.
3. The second place is when you open the Content (either activity, data set, or data story). Datasets will have their bookmark button along the bottom of the screen. Activities and Data Stories will display their bookmark button in the right side column when you're previewing them.



- You may click the button "Bookmark" to save the content to your bookmarks.

How to Find your Bookmarks

- To find your bookmarked content, you need to go to the Content Library and click the button "My Bookmarks."
- From here you may also remove bookmarks by clicking the "Bookmarked" button.



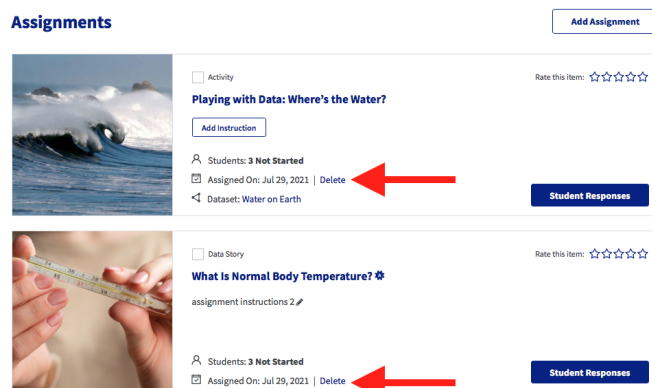
How to Preview and Assign Content to Your Class

- After opening content from the Content Library, on the right side of the screen you'll see a series of buttons that will allow you to review, preview, or assign the content.
- Preview:**
 - Activities:** Click on the title of the activity to see a preview of the entire activity. The preview will appear in a pop-up allowing you to view all of its instructions and questions.
 - Data Stories:** When you click on the Data Story in the Content Library, you will automatically land on the Data Story Preview. This page will allow you to see all the content in the Data Story.
- Review:** As a teacher, you may try the content step-by-step by clicking on "Review."
- Assign:** You may assign the content to a class of students by clicking "Assign" and then selecting the class you want to assign it to from the pop-up that appears. You will also have the option to provide any additional instructions for your students before it's assigned to your class.

How to Delete an Assignment

After you've given an assignment to one of your classrooms, there may be some reason you need to delete it. You can follow the steps below to see how to delete an assignment.

- Click the class containing the assignment you want to delete.
- Click the Assignments tab, which will show all Assignments assigned to the classroom. Each Assignment block has a Delete link.
- Confirm you want to delete the assignment by clicking delete one more time. Clicking delete will permanently remove that assignment from all your students in the class.



Grading Student Work

How to Grade Student Work

1. From your Dashboard, click on the classroom containing the assignment you want to grade.
2. Now that you're viewing your classroom, click the "Assignments" tab to view the class assignments. Scroll to the assignment you want to grade and then click "Student Responses."

The screenshot displays the '11th Grade - Science' assignment page. The main content area shows a table of student responses for the activity 'Playing with Data: Where's the Water?'. The table has columns for 'No', 'Question', 'John's Answer', and 'Teacher Feedback'. Two questions are visible, with student answers and teacher feedback provided. A sidebar on the left shows student progress for 'john doe', 'junior student', and 'student test5'.

No	Question	John's Answer	Teacher Feedback
1	List three places water is found on Earth.	Rivers, Swamps, and the Atmosphere	Good job!
2	What percentage of water is found in the oceans?	The oceans have 96.5% of all the water.	Great work!

0 Comment

3. From here you may click through each student's responses on the left, send them a comment on their work, give them a grade, update the total score for the entire activity, download all grades for all students, and download the responses for every one of your students. You may also view a student's response under the column that has their name. If the question is auto-graded (if it includes multiple choice or multiple selection questions) it will include a correct or incorrect mark under the "Correct?" column with the correct answer listed under the "Correct Answer" column.