



Project Maker

Teacher's User Manual

Version 1.1



Where
learning goes beyond
text books
and classrooms

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1. Preface

Abstract


The purpose of this User Manual is to help you access the functionalities provided in Project Maker application. This User Manual provides step-by-step guidelines to make working with the application easier and more effective, helping you to complete the activity successfully.

Audience Profile

Project Maker Application is intended for teachers to Create Creative and Curriculum based school projects related to any subject. Teachers can Manage Projects, Mark the Projects, View students Report and Manage Messages.

Typographic Conventions

Before starting, it is important to understand the Typographic Conventions used in this User Guide.

This	Represents
<i>Italics</i>	Input fields/ Links/ Messages displayed on the screen
Bold	Menu/ Buttons/ Tabs displayed on the screen
 Note:	A Note, providing additional information about a certain topic

2. Sign In

Sign In is the gateway to access the Project Maker. Enter the Project Maker URL in your web browser and click, **GO** to view the Sign In screen.

PROJECT MAKER

Analyse **TASK** TEAM Work **DATA** Collection

Sign In

User name

Password

School code

Sign In » [Forgot password?](#)

Few words...
Projects become easy, interactive and interesting with Project Maker, an application which runs on windows, within a school network environment. Project Maker is rich in features and can be used for various applications – class projects, monthly newsletters, quarterly reports and annual magazines. It has plenty to offer to students as well as teachers.

Features

- » Graphic rich media
- » Library of project portfolios
- » Discussion board
- » Project
- » Alignment with CCE
- » Scope for different layouts
- » Monitoring teachers
- » Skill mapping via rubrics

Benefits

- » Student plays multiple roles
- » Improve co-scholastic skills
- » Student encouraged exploring subject
- » Creativity

Enter the following details to login:

1. Enter *User name*, *Password* and *School code* in the respective text box.
2. Click **Sign In**/ Press **Enter** in your keyboard to view Dashboard.

Note: Enter *User Name*, *Password* and *School code* as given to you. Please note that *Password* can be case sensitive. *Forgot password* link helps you to retrieve the password if you forget.

3. Dashboard

After successful Sign In, Dashboard is displayed.

Teacher Dashboard
View Schedule, Messages and the latest Student Activities.

My profile

Name : rose
Classes : 7-A
Subjects : Physics, Mathematics, Biology

[Edit Profile](#) | [Change password](#)

Messages

Colleagues (1) [Project su...](#) Kmanoj... 25 Aug 11
Student (2)

[View more>>](#)

Submission Status

Project Name	Start date	End date	No. of Teams	Status
Helathy Eati...	25-Aug-2011	24-Aug-2012	1	✓
Adventure in...	25-Aug-2011	26-Aug-2011	2	✗
Helathy Eati...	24-Aug-2011	24-Aug-2012	4	✓

[View more>>](#)

✓ Few team(s) Submitted ✓ All team(s) Submitted ✗ No team(s) Submitted

Following is a brief description about Dashboard:

- ➔ Project Maker logo will be displayed on the top left corner
- ➔ Number of days left to access the application will be displayed next to the logo
- ➔ You can see, *Welcome note* and *Sign out* link on the top right corner (Sign out link helps you to exit the application)
- ➔ Dashboard provides access to Menu
 - **Projects** (to view the list of completed and assigned projects)
 - **Messages** (to organize your communication across the organization)
 - **Report** (to view report of the Submitted Activities)
 - **Guidelines** (to view guidelines that will help to complete the project)
 - **FAQ's** (provides list of possible FAQ's that might arise while accessing the application)
- ➔ Signed In Teacher's Profile will be displayed in *My profile* pane
- ➔ *Edit Profile* link allows you to Update your profile
- ➔ *Change password* link helps you to Change the password if the password is disclosed to other users
- ➔ *Messages* pane provides brief description about the received messages
- ➔ *Submission Status* lists Submitted Project details, Status, Start/ End date and Number of teams


Edit Profile

This section will brief you to update your profile. You can edit your Name, E-mail id, Phone number, Address and change the image. Edit Profile link is in the Dashboard.

Teacher Dashboard

View Schedule, Messages and the latest Student Activities.

My profile



Name : rose
Classes : 7-A
Subjects : Physics, Mathematics, Biology

[Edit Profile](#) | [Change password](#)

[Click here to update your profile](#)

Submission Status

Project Name	Start date	End date	No. of Teams	
Helathy Eati...	25-Aug-2011	24-Aug-2012	1	✓
Adventure in...	25-Aug-2011	26-Aug-2011	2	✗
Helathy Eati...	24-Aug-2011	24-Aug-2012	4	✓

[View more>>](#)

✓ Few team(s) Submitted
✓ All team(s) Submitted
✗ No team(s) Submitted

Messages

Colleagues (1) [Project su...](#) Kmanoj... 25 Aug 11

Student (2)

[View more>>](#)

Follow the steps below to edit profile:

1. Click *Edit Profile* to view the following screen.

My Profile

View, Edit Profile

Fields marked with * * are mandatory

First name *


Last name

E-mail *

Phone / Mobile

Address

Photo



Change Photo

(Maximum file size allowed : 2 MB)

2. Edit the required data and click **Update** to save the changes.

Note: Click on *Browse* button to change the Photo.

The screenshot shows a 'My Profile' page with a form for updating user information. The form includes fields for First name (filled with 'rose'), Last name, E-mail (filled with 'rossy@gmail.com'), Phone / Mobile, and Address. A 'Photo' section shows a profile picture and a 'Change Photo' button with a 'Browse...' file selector. A note below the photo button states '(Maximum file size allowed : 2 MB)'. A 'Success' modal dialog is overlaid on the form, displaying a green checkmark icon and the text 'Profile updated successfully', with an 'OK' button at the bottom.

Changes will be updated and a Success message '*Profile updated successfully*' will be displayed.

3. Click **OK** to view the updated profile in Dashboard.


Change Password

This section will brief you to change the password. Change password link is provided in Dashboard.

Teacher Dashboard

View Schedule, Messages and the latest Student Activities.

My profile



Name : rose
Classes : 7-A
Subjects : Physics, Mathematics, Biology

[Edit Profile](#) | [Change password](#)

Submission Status

Project Name	Start date	End date	No. of Teams	
Helathy Eati...	25-Aug-2011	24-Aug-2012	1	✓
Adventure in...	25-Aug-2011	26-Aug-2011	2	✗
Helathy Eati...	24-Aug-2011	24-Aug-2012	4	✓

[View more>>](#)

✓ Few team(s) Submitted
✓ All team(s) Submitted
✗ No team(s) Submitted

Messages

Colleagues (1) [Project su...](#) Kmanoj... 25 Aug 11

Student (2)

[View more>>](#)

Click here to Change password

Follow the steps below to change password:

1. Click *Change password* to view the following screen.

Change Password

Change Your Password

To reset your password, provide your current password.

Current password *

New password *

Confirm password *

Update
Cancel

2. Type *Current password* in the text box provided.
3. Enter *New password* of your choice in the text box.
4. Type the password once again in *Confirm password* text box.
5. After you complete, click **Update** to change the password.



★ Change Password

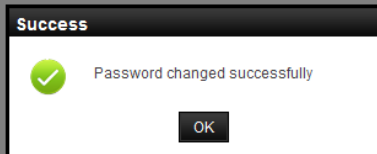
Change Your Password

To reset your password, provide your current password.

Current password *

New password *

Confirm password *



A success message '*Password changed successfully*' will be displayed.

6. Click **OK** to view Dashboard.

 **Note:** You can exit the application and Sign In with New password


Submission Status

Submitted Status of the Projects is displayed in Dashboard.

Teacher Dashboard

View Schedule, Messages and the latest Student Activities.

My profile



Name : rose
Classes : 7-A
Subjects : Physics, Mathematics, Biology

[Edit Profile](#) | [Change password](#)

Messages

Colleagues (1) [Project su...](#) Kmanoj... 25 Aug 11

Student (2)

[View more>>](#)

Submission Status

Project Name	Start date	End date	No. of Teams	Status
Helathy Eati...	25-Aug-2011	24-Aug-2012	1	✓
Adventure in...	25-Aug-2011	26-Aug-2011	2	✗
Helathy Eati...	24-Aug-2011	24-Aug-2012	4	✓

[View more>>](#)

✓ Few team(s) Submitted
✓ All team(s) Submitted
✗ No team(s) Submitted

You can view Assigned Projects status such as Submitted/ Not Submitted details, Start and End date of the Project, Status and Number of Teams to which the project is assigned. You can click on *View more* link to mark the project.

Manage Schedules

Select Date range to view Projects.

View Projects

Class-Subject Select All From 26-Aug-2011 To 26-Aug-2011 Go

Projects ✓ Few team(s) Submitted ✓ All team(s) Submitted ✗ No team(s) Submitted [Delete](#)

<input type="checkbox"/>	Name	No. Of Teams	Start date	End date	Status
<input type="checkbox"/>	Helathy Eating - P11...	1	25-Aug-2011	24-Aug-2012	✓
<input type="checkbox"/>	Organic Farming - P4...	1	24-Aug-2011	24-Aug-2012	✗
<input type="checkbox"/>	Envirnoment Pollutio...	1	24-Aug-2011	24-Aug-2012	✗
<input type="checkbox"/>	Human Evolution -P3D...	1	24-Aug-2011	24-Aug-2012	✗

You can use the drop down list to select *Class-Subject*. You can also click on the date picker icon to choose date range and click **GO** to view Activities scheduled for the selected dates. Once you select *Class-Subject/ Date*, Submitted/ Not submitted Activities are displayed. Activity details such as *Name*, *Number of Submissions*, *Start date*, *Start time*, *End date* and *End time* are displayed.

Marking Students' Projects

This section will brief you to mark submitted projects. Click on *View more* link in *Assigned projects* pane (Dashboard) to view this screen.

✦ Manage Schedules

Select Date range to view Projects.

View Projects

Class-Subject Select All From 26-Aug-2011 To 26-Aug-2011 Go

Projects ✓ Few team(s) Submitted ✓ All team(s) Submitted ✗ No team(s) Submitted Delete

Name	No. Of Teams	Start date	End date	
<input type="checkbox"/> Helathy Eating - P11...	1	25-Aug-2011	24-Aug-2012	✓
<input type="checkbox"/> Organic Farming - P4...	1	24-Aug-2011	24-Aug-2012	✗
<input type="checkbox"/> Environment Pollutio...		24-Aug-2011	24-Aug-2012	✗
<input type="checkbox"/> Human Evolution -P3D...		24-Aug-2011	24-Aug-2012	✗

Click here to Mark Project

Follow the steps below to mark submitted projects:

1. Click on Submitted Project name to view the following screen.

✦ Mark Student Projects

Click on each student name to see their project submission and mark it.

Name: Helathy Eating - P1782 Submitted & Marked ← Back

Start date: 24-Aug-2011 Submitted & Not Marked

End date: 24-Aug-2012 Assigned

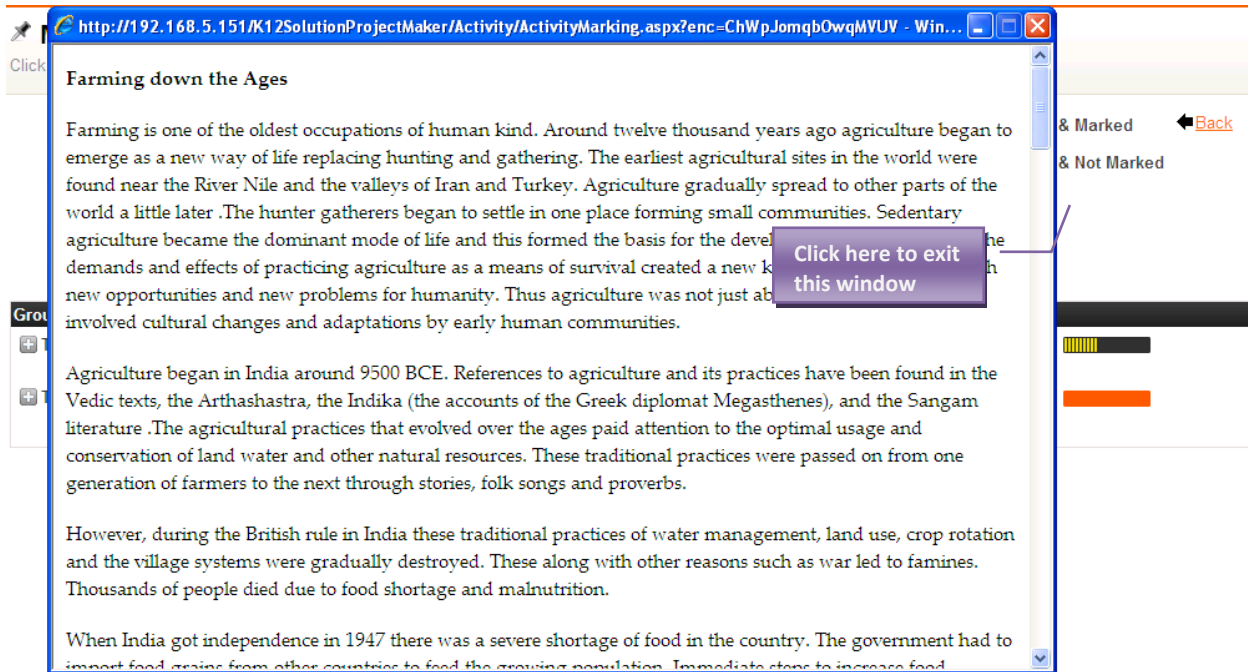
Teacher's Note Click here to Add Teacher's Note

Group name	Reject Submission	Submitted date	Newspaper observation
<input type="checkbox"/> Team A		24-Aug-2011	Submitted & Not Marked
<input type="checkbox"/> Team B			Assigned

Click here to view Editor Detail

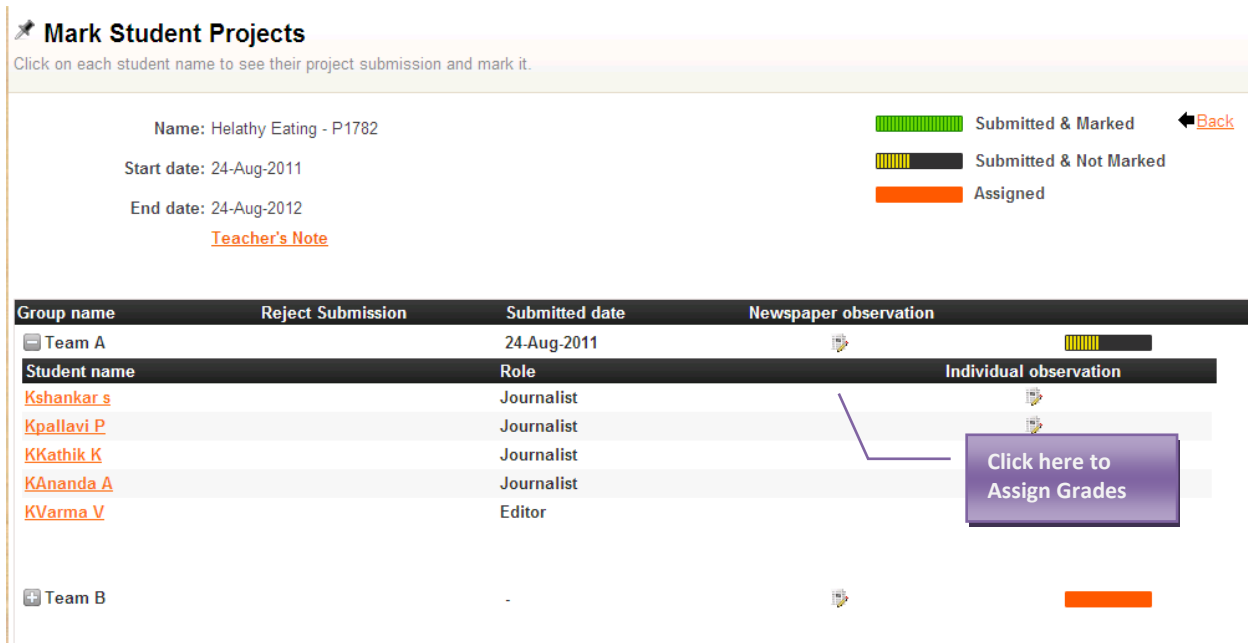
You can view Project Name, Group name, Submitted date and Editor's name. Project submitted details are marked with legends. This screen allows you to Mark Student Project, View Editor detail and Teacher's note.

2. Click *Teacher's Note* to view list of Activity details provided by teacher at the time of creating the project. *(Teacher Notes will help you to evaluate the Project)*



Teachers Notes to students is displayed. Use the scroll bar to view completed details.

3. Click **Close** icon to exit the window.



4. Click Observation icon to *Assign Grades* to the Project.

Evidence Page Contribution

View Articles, Images uploaded by individual/group students

Name: Helathy Eating - P1782 Start date: 24-Aug-2011 End date: 24-Aug-2012 [Back](#)

Evaluation of : Group

Rubrics Type

Category name

Rubrics	Articles								
Project layout consistency	<p>View Teacher's Article</p> <p>Nutritions Food Created Date : 24-Aug-2011 18:34:17</p> <p>An important aspect of nutrition is the daily intake of nutrients. Nutrients consist of various chemical substances in the food that makes up each person's diet. Many nutrients are essential for life, and an adequate amount of nutrients in the diet is necessary for providing energy, building and maintaining body organs, and for various metabolic processes. People depend on nutrients in their diet because the human body is not able to produce many of these nutrients—or it cannot produce them in adequate amounts. Providing energy, promoting growth & development, and regulating body functions are t</p> <hr/> <p>Balanced Food to Diet Created Date : 24-Aug-2011 18:34:54</p> <p>Foods contain vital nutrients that aid our body's metabolic function. However, a lack of consumption of these nutrients or feeding upon the wrong kinds of food leads to an accumulation of toxins within the body, resulting in chronic diseases in the longrun. A nutritious diet while ensuring overall well being, helps to maintain a healthy body, reduces the risk of several diseases like cancer, cardiovascular ailments, diabetes, osteoporosis and stroke. Thus, a nutritious diet is important.</p> <p>Choose Grade</p> <table border="0"> <tr> <td><input type="radio"/> Beginning</td> <td><input type="radio"/> Developing</td> <td><input type="radio"/> Accomplished</td> <td><input type="radio"/> Exemplary</td> </tr> <tr> <td>25% of the pages use similar font styles. There is no consistent look. Articles are very difficult to read</td> <td>50% of the pages use similar font styles and have a slightly consistent look. Articles are difficult to read</td> <td>75% pages use similar font styles and have consistent look. Articles are easy to read</td> <td>All pages use similar font styles and have very consistent look. Articles are very easy to read</td> </tr> </table>	<input type="radio"/> Beginning	<input type="radio"/> Developing	<input type="radio"/> Accomplished	<input type="radio"/> Exemplary	25% of the pages use similar font styles. There is no consistent look. Articles are very difficult to read	50% of the pages use similar font styles and have a slightly consistent look. Articles are difficult to read	75% pages use similar font styles and have consistent look. Articles are easy to read	All pages use similar font styles and have very consistent look. Articles are very easy to read
<input type="radio"/> Beginning	<input type="radio"/> Developing	<input type="radio"/> Accomplished	<input type="radio"/> Exemplary						
25% of the pages use similar font styles. There is no consistent look. Articles are very difficult to read	50% of the pages use similar font styles and have a slightly consistent look. Articles are difficult to read	75% pages use similar font styles and have consistent look. Articles are easy to read	All pages use similar font styles and have very consistent look. Articles are very easy to read						

5. Click the drop down list to select *Type* and *Category name*.
6. Click the drop down list to select *Grades* corresponding to each *Rubric name*.
7. Once you select *Grades*, *Description* is displayed.
8. After you complete, click **Save** to save the assigned grades.

Evidence Page Contribution
View Articles, Images uploaded by individual/group students

Name: Helathy Eating - P1782 Start date: 24-Aug-2011 End date: 24-Aug-2011 [Click here to exit this window](#) [Back](#)

Evaluation of : Group
 Rubrics Type: Scholastic
 Category name: Group Project Rubric

Rubrics

- Project layout consistency
- Project parts
- Page contents
- Page file submission
- Articles
- Quality of Information
- Artwork
- Project content

Articles [View Teacher's Article](#)

Nutrition Food **Success** Created Date : 24-Aug-2011 18:34:17

An important aspect of a healthy diet is necessary for good health. Foods that make up a diet depend on nutrients that produce them in addition to...

Balanced Food to Diet Created Date : 24-Aug-2011 18:34:54

Foods contain vital nutrients that aid our body's metabolic function. However, a lack of consumption of these nutrients or feeding upon the wrong kinds of food leads to an accumulation of toxins within the body, resulting in chronic diseases in the long run. A nutritious diet while ensuring overall well being, helps to maintain a healthy body, reduces the risk of several diseases like cancer, cardiovascular ailments, diabetes, osteoporosis, and stroke. Thus, a nutritious diet is important.

Choose Grade

<input type="radio"/> Beginning	<input type="radio"/> Developing	<input checked="" type="radio"/> Accomplished	<input type="radio"/> Exemplary
25% of the pages use similar font styles. There is no consistent look. Articles are very difficult to read	50% of the pages use similar font styles and have a slightly consistent look. Articles are difficult to read	75% pages use similar font styles and have consistent look. Articles are easy to read	All pages use similar font styles and have very consistent look. Articles are very easy to read

[Save](#) [Cancel](#)

Assigned grades are saved and a success message 'Observations made successfully' is displayed.

9. Click on **Close** icon to exit this window.
10. Click on Group name to add *Remarks*.
11. Type *Remarks* in the text area.
12. Click **Save** to complete the marking process.



Teachers Article KVimala V [Sign out]

Farming down the Ages. Created Date : 24-Aug-2011

Farming is one of the oldest occupations of human kind. Around twelve thousand years ago agriculture began to emerge as a new way of life replacing hunting and gathering. The earliest agricultural sites in the world were found near the River Nile and the valleys of Iran and Turkey. Agriculture gradually spread to other parts of the world a little later. The hunter gatherers began to settle in one place forming small communities. Sedentary agriculture became the dominant mode of life and this formed the basis for the development of civilizations. The demands and effects of practicing agriculture as a means of survival created a new kind of community life with new opportunities and new problems for humanity. Thus agriculture was not just about growing food but involved cultural changes and adaptations by early human communities. Agriculture began in India around 9500 BCE. References to agriculture and its practices have been found in the Vedic texts, the Arthashastra, the Indika (the accounts of the Greek diplomat Megasthenes), and the Sangam literature. The agricultural practices that evolved over the ages paid attention to the optimal usage and conservation of land water and other natural resources. These traditional practices were passed on from one generation of farmers to the next through stories, folk songs and proverbs. However, during the British rule in India these traditional practices of water management, land use, crop rotation and the village systems were gradually destroyed. These along with other reasons such as war led to famines. Thousands of people died due to food shortage and malnutrition. When India got independence in 1947 there was a severe shortage of food in the country. The government had to import food grains from other countries to feed the growing population. Immediate steps to increase food production in the country had to be taken; so under the leadership of the scientist MS Swaminathan the government started a programme called the 'Green Revolution'. Under this programme thousands of hectares of land was brought under cultivation. Large dams were built for irrigation, hybrid seeds were introduced, natural fertilizers such as cow dung were replaced with chemical fertilizers, and natural

Evidence Page
View Articles Images upload

Name:
Evaluation of:
Rubrics Type
Category name

Rubrics

Project layout consistency
Project parts

← Back

Teacher's Article
2011 18:34:17
nces in the
ents in the

A success message 'Activity marked successfully' is displayed.

4. Projects

This section will brief you to Manage Cross Curricular Project. You can Create, Edit, Assign and Delete Projects.

Follow the steps below to View Manage Cross curricular project

1. Mouse-hover **Projects** menu to select.

The screenshot shows the Teacher Dashboard interface. At the top, there is a navigation bar with icons for Home, Projects, Messages, Report, Guidelines, and FAQs. Below this, the 'Teacher Dashboard' section is visible, with a sub-header 'View Schedule, Messages and the latest Student Activities.' The dashboard is divided into several sections: 'My profile' (with a photo and details for 'rose', Class: 7-A, Subjects: Physics, Mathematics, Biology), 'Messages' (with a list of messages from colleagues and students), and 'Submission Status' (a table showing project submission details). A legend at the bottom of the Submission Status section explains the status icons: a yellow checkmark for 'Few team(s) Submitted', a green checkmark for 'All team(s) Submitted', and a red X for 'No team(s) Submitted'.

Project Name	Start date	End date	No. of Teams	Status
Helathy Eati...	25-Aug-2011	24-Aug-2012	1	✓
Adventure in...	25-Aug-2011	26-Aug-2011	2	✗
Helathy Eati...	24-Aug-2011	24-Aug-2012	4	✓


2. Click on **Projects** to view the following screen.

✦ Manage Project

Select Class, Curriculum and theme to view the Projects created by own/shared by peers/ recommended. Select a Project to Edit, Preview, Delete and Assign.

[+ Create Project](#)

My Project **Monitoring Project**

Search :  

Helathy Eating - P1102

Project Work Started

 Assign

 Preview

 Evaluate




Start Date : 25-Aug-2011

End Date : 24-Aug-2012

Newspaper Style: Tabloid

 Review Project Progress

 View Message Board for this project

 **Number of Published Teams : 1**

Human Evolution -P3D75

 Edit

 Assign

 Preview

 Evaluate

 Delete




Start Date : 24-Aug-2011

End Date : 24-Aug-2012

Newspaper Style: Tabloid

 Review Project Progress

 View Message Board for this project

 **Number of Published Teams : 0**

1 2

This screen allows you to Manage Cross Curricular Projects. Projects created earlier are displayed here. You can use the Filter by option and Search option to search Project using various search/ filter criteria. Here you can Create, Assign, Edit, Share and Delete Projects.

Creating Project

You can create project manually, or export a project. Manage Cross Curricular Project screen allows you to create project.


Manage Project
Select Class, Curriculum and theme to view the Projects created by own/shared by peers/ recommended. Select a Project to Edit, Preview, Delete and Assign.

[Click here to Create Project](#) **Create Project**

My Project **Monitoring Project**
Search :

Helathy Eating - P1102

Project Work Started Assign Preview Evaluate



Start Date : 25-Aug-2011 End Date : 24-Aug-2012

Newspaper Style: Tabloid


Review Project Progress

View Message Board for this project

Number of Published Teams : 1

Human Evolution -P3D75

Edit Assign Preview Evaluate Delete



Start Date : 24-Aug-2011 End Date : 24-Aug-2012

Newspaper Style: Tabloid

Review Project Progress

View Message Board for this project

Number of Published Teams : 0

1 2

Follow the steps below to Create Project:

1. Click on a *Curriculum* to select, to which you wish to create project.
2. Click **Create** to view the following screen.

Create Project

Enter Name, marks, Teacher's notes and then select any or both out of levels and class.

Name * ← Back

Start date * End date *

Projects Description

Learning Objectives

Activities

Curriculum Mapping

Font: Arial Size: 0.8em

Brief description of the project pack:

Space tourism is the recent phenomenon of tourists paying for flights into space. *Space Tourism* is the term that's come to be used to mean ordinary members of the public buying tickets to travel to space and back. Many people find this idea futuristic. But over the past few years a growing volume of professional work has been done on the subject, and it's now clear that setting up

Select levels, class, teachers and rubrics

Select Level(s) Pre-Primary Primary Secondary

Senior Secondary

OR

Select Class

Selected Teacher(s)	Selected Rubric(s)								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Teacher(s)</th> <th style="width: 20%;">Remove</th> </tr> </thead> <tbody> <tr> <td>rose</td> <td></td> </tr> </tbody> </table>	Teacher(s)	Remove	rose		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Rubric(s)</th> <th style="width: 20%;">Remove</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">No Rubrics Found!</td> </tr> </tbody> </table>	Rubric(s)	Remove	No Rubrics Found!	
Teacher(s)	Remove								
rose									
Rubric(s)	Remove								
No Rubrics Found!									

[Add Monitoring Teacher\(s\)](#) [View Rubric\(s\)](#)

[Edit Project Details](#)

[Save](#)

3. Type *Name* of the Project and *Maximum marks* in the respective text box provided.
4. Enter *Project Description* in the text editor.
5. Similarly, click on *Learning Objectives*, *Activities* and *Curriculum Mapping* to select and enter the details in the text editor.

Note: *Projects Description, Learning Objectives, Activities and Curriculum* will be displayed as pdf file, while student is working with the project.

Create Project

Enter Name, marks, Teacher's notes and then select any or both out of levels and class.

Name * [Back](#)

Start date * End date *

Projects Description

Learning Objectives

Activities

Curriculum Mapping

Brief description of the project pack:

Space tourism is the recent phenomenon of tourists paying for flights into space. *Space Tourism* is the term that's come to be used to mean ordinary members of the public buying tickets to travel to space and back. Many people find this idea futuristic. But over the past few years a growing volume of professional work has been done on the subject, and it's now clear that setting up

Select levels, class, teachers and rubrics

Select Level(s) Pre-Primary Primary Secondary
 Senior Secondary

OR

Select Class

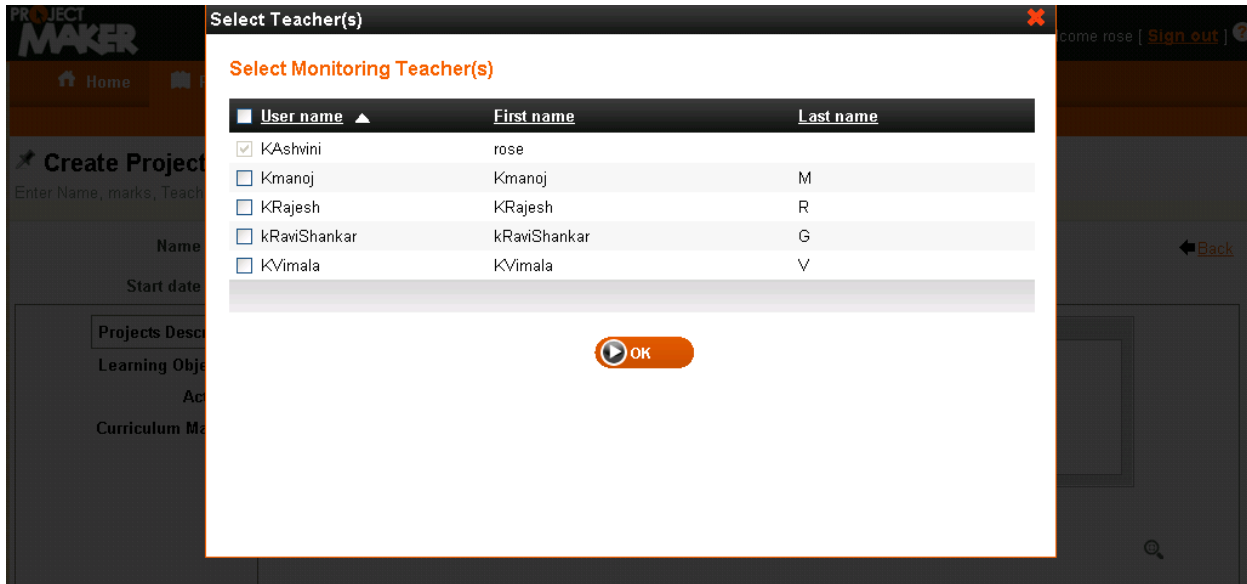
Selected Teacher(s) [Add Monitoring Teacher\(s\)](#) [View Rubric\(s\)](#)

Teacher(s)	Rubric(s)
rose	No Rubrics Found!

[Edit Project Details](#)

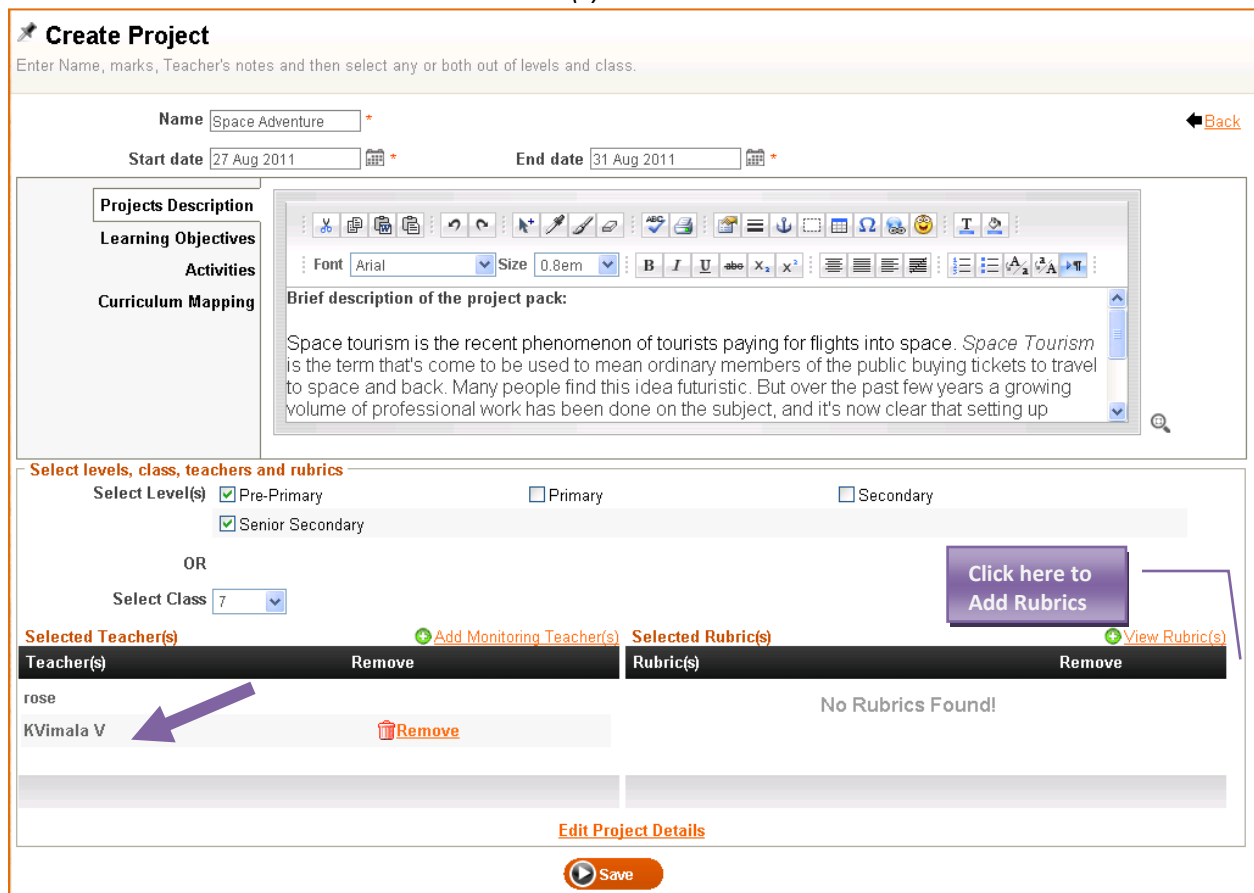
[Save](#)

6. After you complete (*Project Description, Learning objectives, Activities and Curriculum Mapping*), click on check box to *Select Level(s)*, or click drop down list to *Select Class*.
7. Now, you will need to Add Teachers(s) to monitor this project. To add teacher(s) click *Add Monitoring Teacher(s)*.



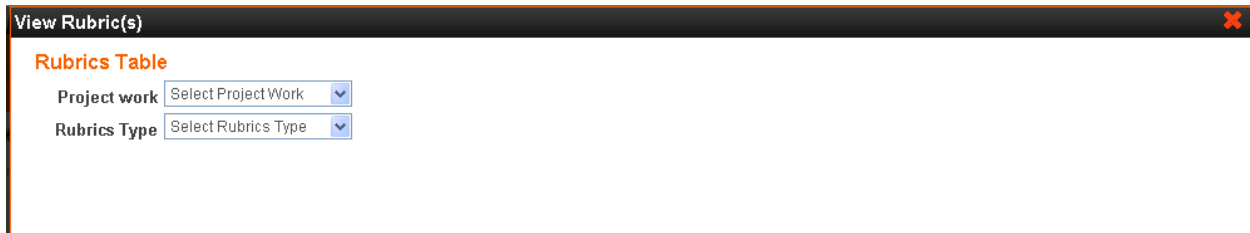
Enrolled teacher(s) list will be displayed. You can view Teacher name, First name and Last name.

8. Click on the check box to *Select teacher(s)* and click **OK**.



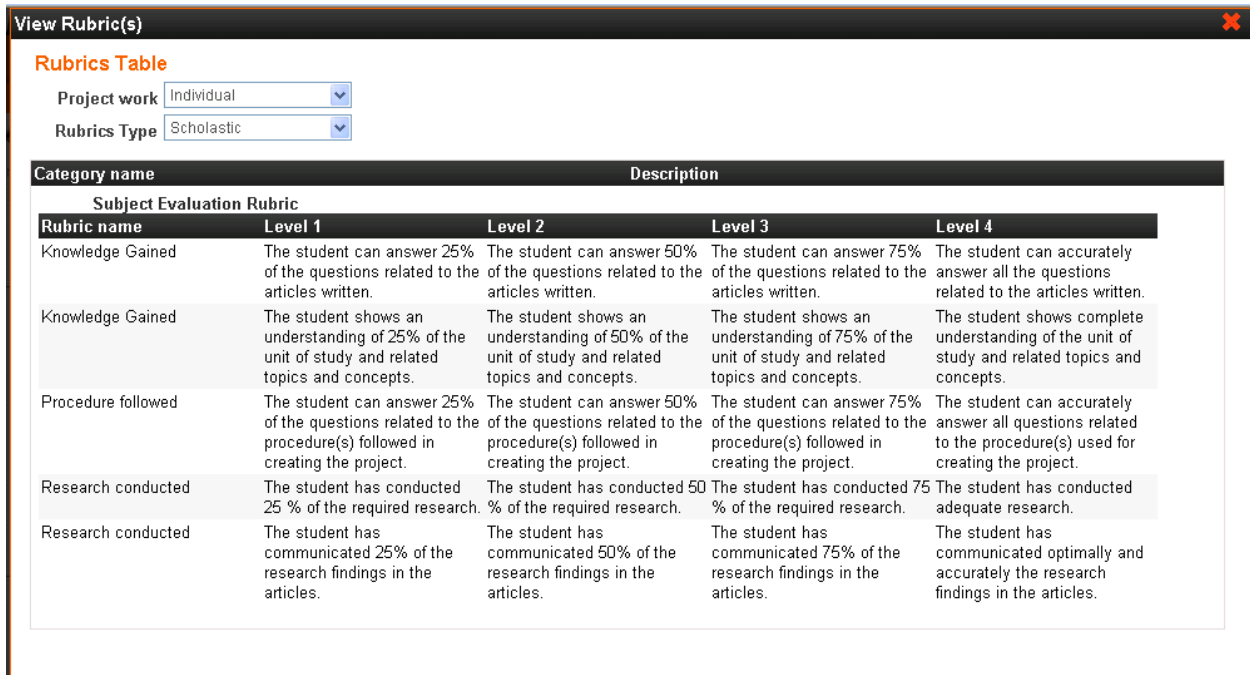
The selected Teacher(s) name will populate in Selected Teacher(s) pane.

9. Click *View Rubrics* to view the following pop up window.



Select Rubric(s) pop up window will be displayed. Type should Scholastic and Co-Scholastic.

10. Click the drop down list to select *Type* to be *Scholastic*.



Once you select Type, Class Subject and Category name will be displayed.

11. Click the drop down list to select *Class* and *Subject*.

12. Click *Category name* expand/ collapse button to view Rubric(s)

13. Click the drop down list to select *Type* to be *Co-Scholastic*.

View Rubric(s)

Rubrics Table

Project work: Individual
Rubrics Type: Co-Scholastic

Category name	Description			
Effective Communication				
Rubric name	Level 1	Level 2	Level 3	Level 4
Communication with group members	The student participated in group discussion on the project only when prompted	The student participated in group discussion on the project with occasional prompting	The student participated in discussion on the project without prompting	The student participated in discussion on the project without prompting and received feedback from other members
Grammar & Spelling	The student made frequent grammar and/or spelling errors	The student made not more than four errors	The student made one or two errors	The student made no grammatical or spelling errors
Writing Skills	25% of the student's work exhibited clear, focused, and compelling writing	50% of the student's work exhibited clear, focused, and compelling writing	75% of the student's work exhibited clear, focused, and compelling writing	The student exhibited clear, focused, and compelling writing in all his /her work
Empathy				
Rubric name	Level 1	Level 2	Level 3	Level 4
Being sensitive to others	The student needed occasional reminders to be sensitive to others' feelings	The student sometimes showed sensitivity to others' feelings	The student showed sensitivity to others' feelings most of the times	The student showed sensitivity to others' feelings at all times
Listening to other points of view	The student did not value others' points of view most of the time	The student listened 50% of the time to others' points of view and tried to use what others had said	The student listened 75% of the time to others and used some of that information in the project	The student listened to others and used the expressed views to improve his/her work and the whole project

If *Type* is selected as *Co-Scholastic*, then *Category name* will have *Effective Communication*, *Empathy*, *Group Project Rubric*, *Interpersonal relations* and *Time Management*.

14. Click expand collapse button to view each of the *Rubrics*.

View Rubric(s)

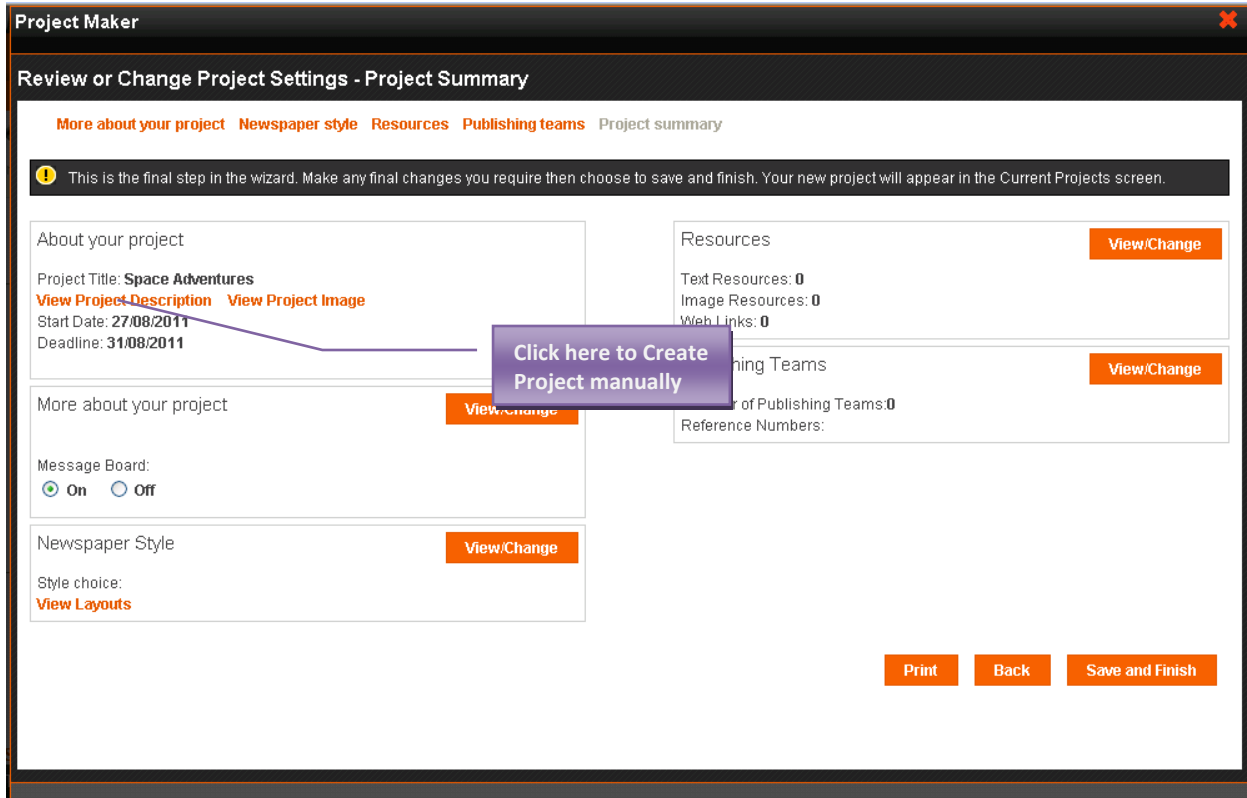
Rubrics Table

Project work: Group
Rubrics Type: Scholastic

Category name	Description			
Group Project Rubric				
Rubric name	Level 1	Level 2	Level 3	Level 4
Articles	The articles do not contain facts or figures that make them interesting	The articles contain some facts or figures that make them marginally interesting	The articles contain facts, figures, and/or choice of words that make them interesting	The articles contain facts, figures, and/or choice of words that make them exceptionally interesting
Artwork	Project contains irrelevant artwork	50% of the artwork is relevant to the project	75% of the artwork is relevant to the project	Project contains relevant artwork
Page contents	Meaningful content missing in most pages	Meaningful content missing in three or four pages	Meaningful content missing in one or two pages	All pages have meaningful content
Page file submission	Submitted no page files with proper names	Submitted 50% of the page files with proper names	Submitted 75% of the page files with proper names	Submitted all page files with the proper names
Project content	The project reflects 25% of the intended learning outcomes	The project reflects 50% of the intended learning outcomes	The project reflects 75% of the intended learning outcomes	The project reflects the intended learning outcomes
Project layout consistency	25% of the pages use similar font styles. There is no consistent look. Articles are very difficult to read	50% of the pages use similar font styles and have a slightly consistent look. Articles are difficult to read	75% pages use similar font styles and have consistent look. Articles are easy to read	All pages use similar font styles and have very consistent look. Articles are very easy to read
Project parts	25% of the pages are titled with the page name and number. Table of contents	50% of the pages are titled with the page name and number. Incomplete table of	75% of the pages are titled with the page name and number. Table of contents	All pages are titled with appropriate page name and number. Complete table of

15. View the Rubric(s) and click Close icon to return to Create *Cross Curricular Project* screen.

16. Click *Navigate to Project Maker*.



This screen allows you to create project manually, or Import project.

17. To create a project manually, click *Create a new project*.

This screen will display Instructions to get started with the Project Maker. You can use the links on top/**Next** button to proceed to the next screen.

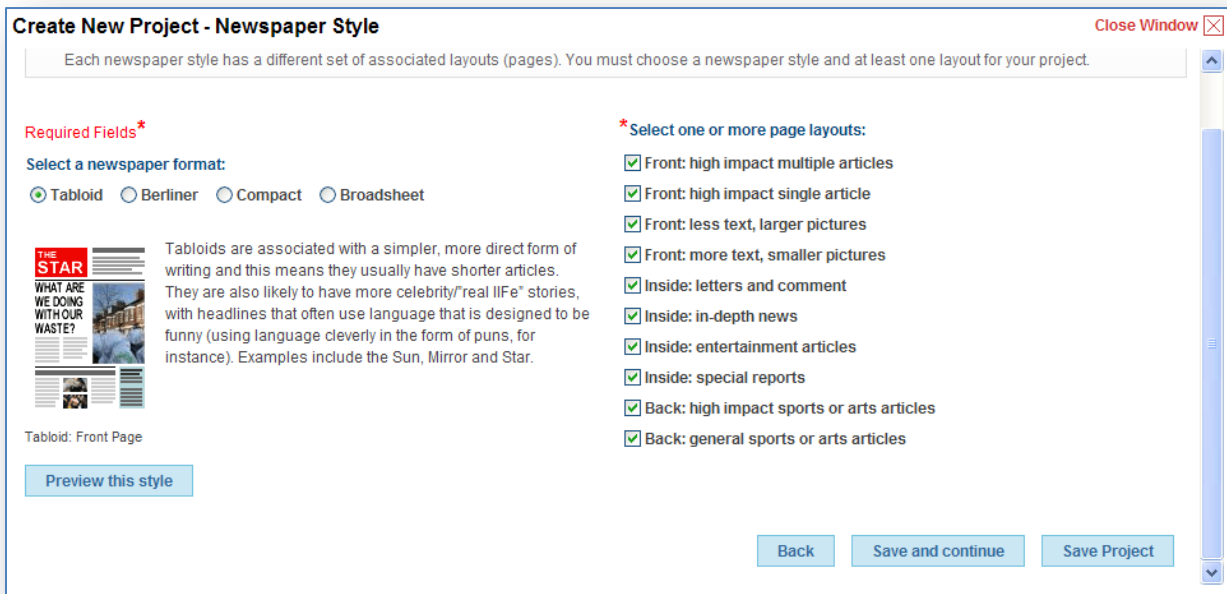
18. Click *About your project/ Next* to view the following screen.

You can provide your Project details here.

19. Enter *Project Title* in the text box. *(Unique name to identify the project)*
20. Type a brief *Project Description* in the text area.
21. Click the date picker icon to select *Start date* and *End date* of the project.
22. Click **Browse** to change the image. *(By default, Project maker image will be displayed)*. You can also delete the Image if you do not require any image for your project.
23. Click the scroll bar down to view **Save and continue**.



24. Click **Save and continue**.



Here you can provide more details about your project.

25. Type *Student-brief* details in the text editor. *(More brief details about the project)*

26. Click the option button to choose *Additional features*.

27. Click **Save and continue**.

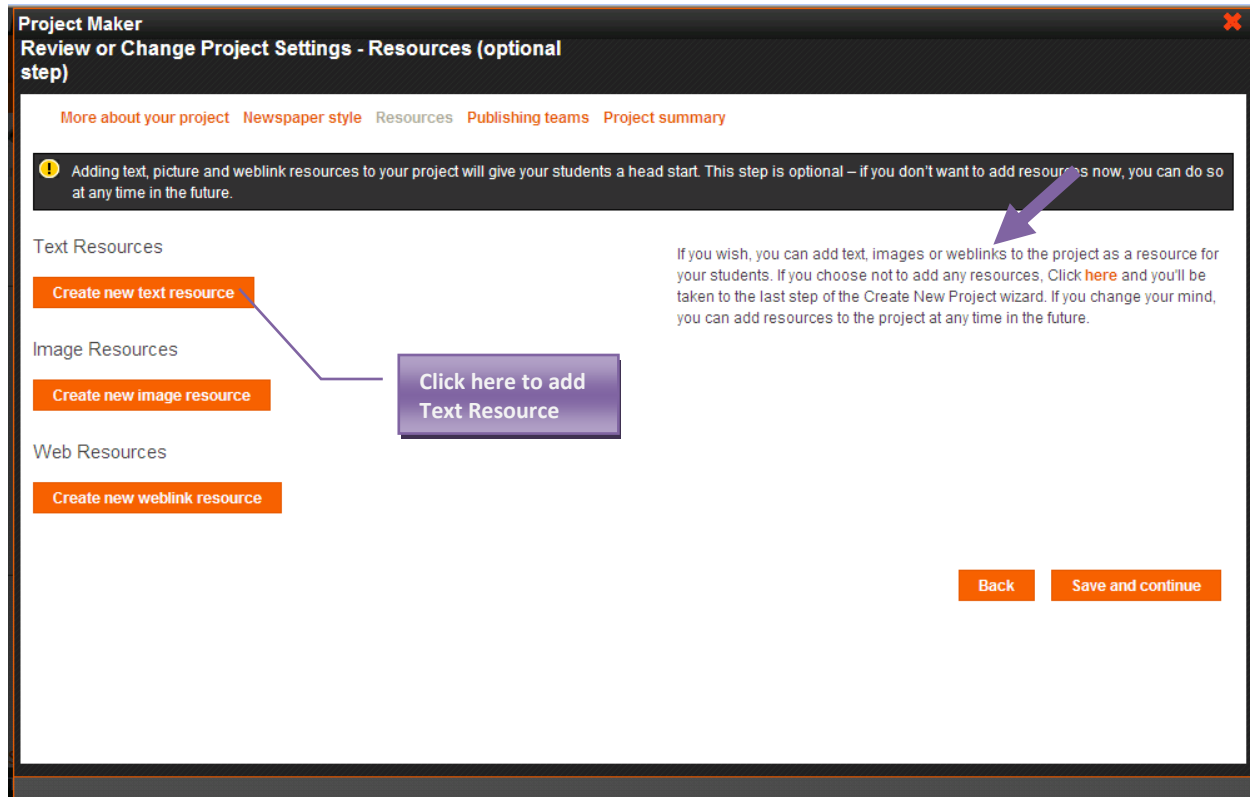
This screen allows you to select the Newspaper Style.

28. Click the option button to chose the *Newspaper format*.

29. After you select the format, click on **Preview this style** to view the selected format.

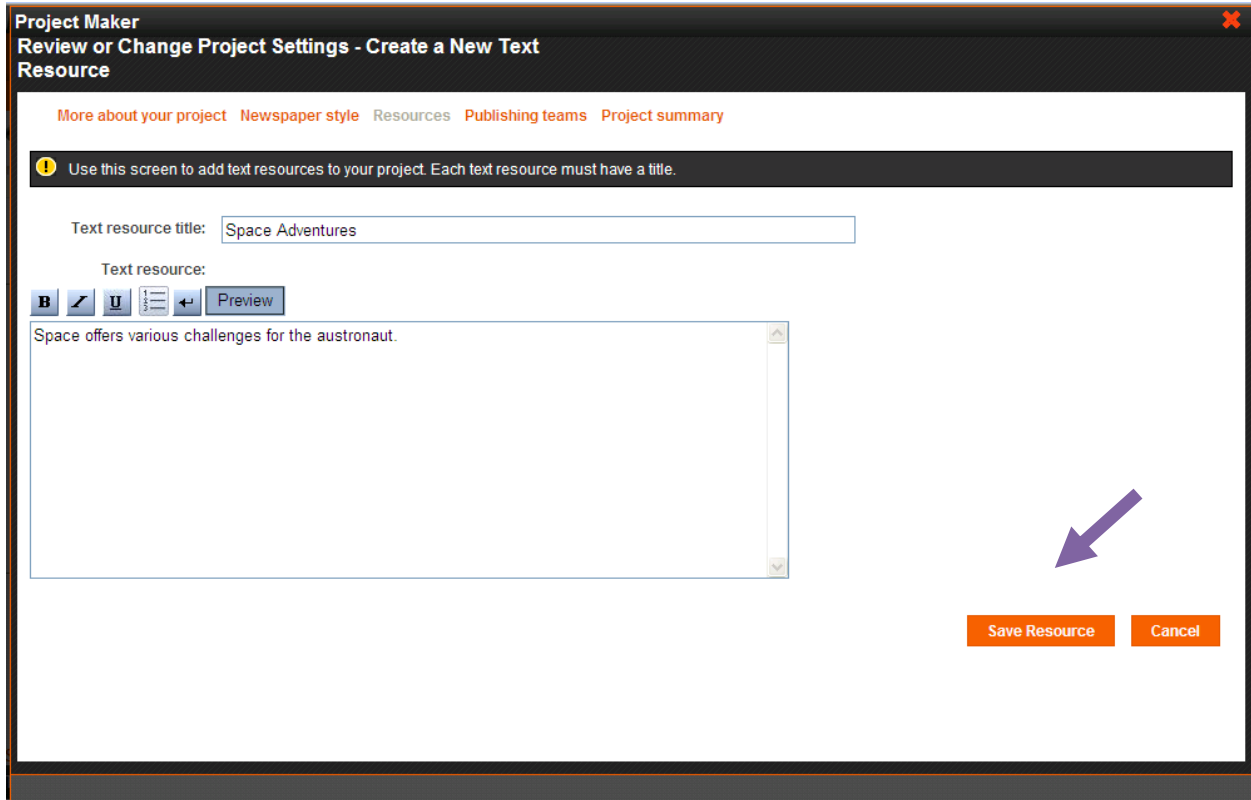
30. Click on the check box to select *page layout(s)*.

31. After you complete, click **Save and continue**.

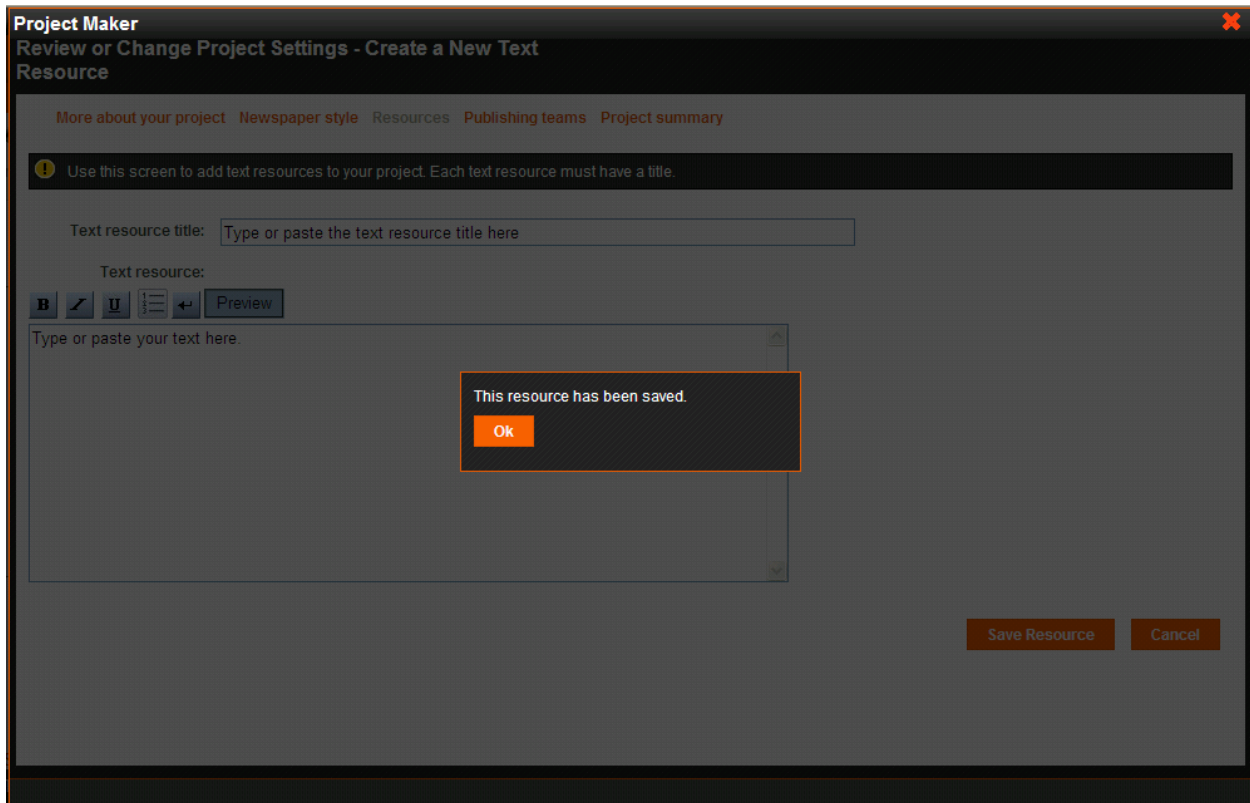


This screen allows you to add *Resources* such as *Text/ Image/ Web links*.

32. To add *Text Resources*, click *Create new text resource*.

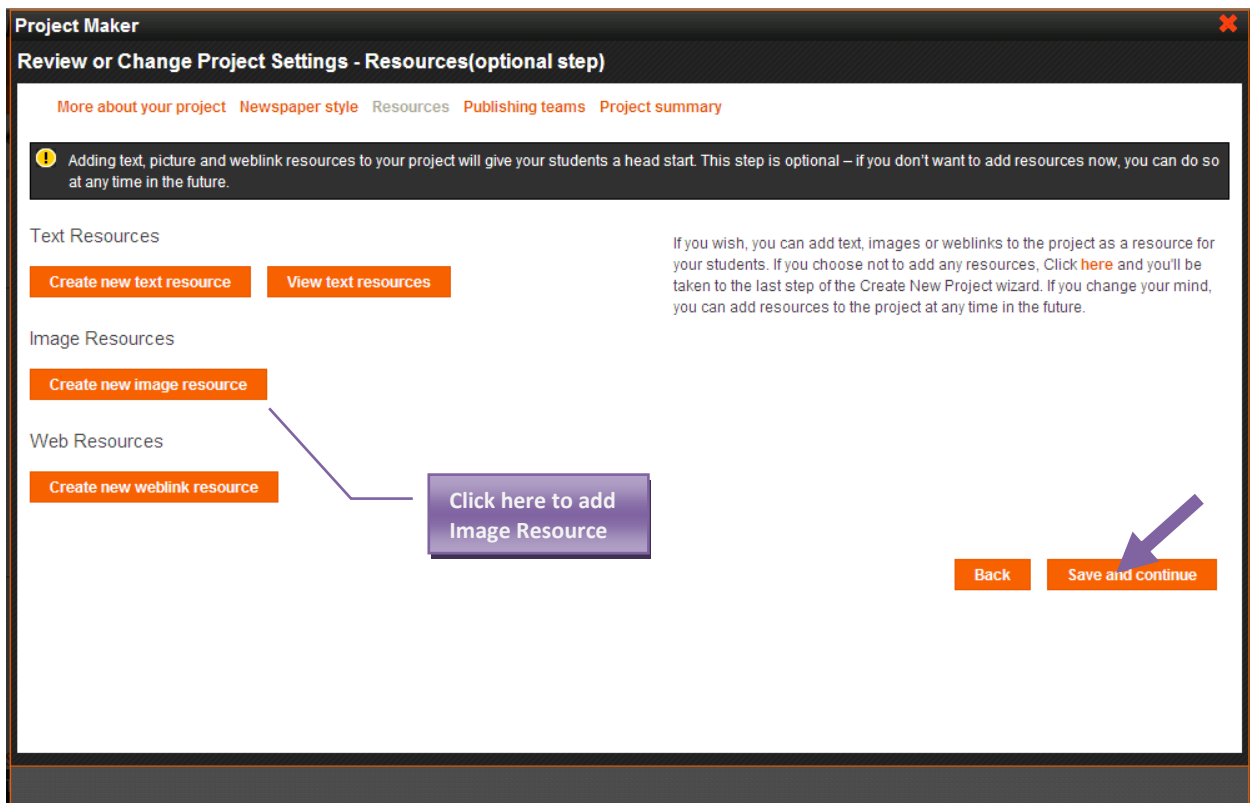


33. Type *Text resource title* in the text box provided.
34. Type brief description about the *Text resource* in the text editor. *(Provides additional information about the project)*
35. After you complete, Click **Save Resource**.



This resource has been saved message will be displayed.

36. Click **OK**.

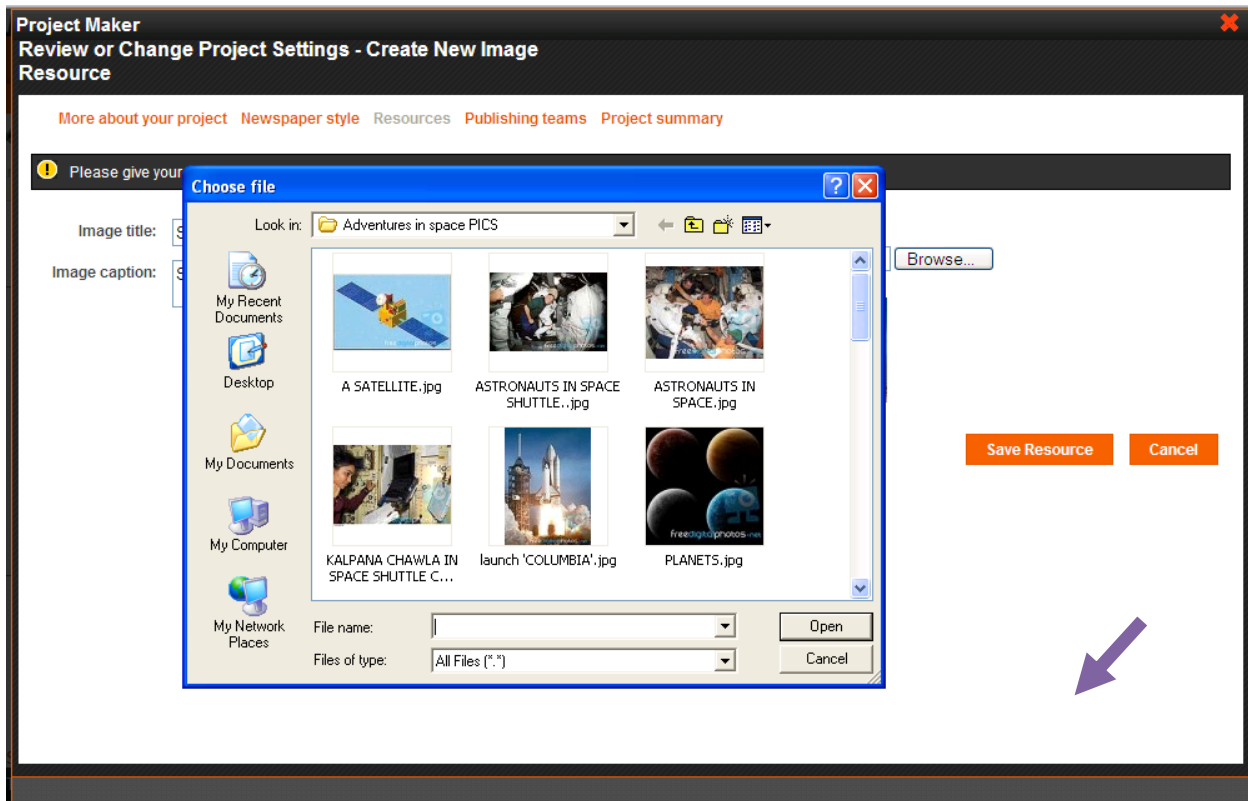


37. To add *Image Resources*, click *Create new mage resource*.

The screenshot shows a window titled "Project Maker" with a subtitle "Review or Change Project Settings - Create New Image Resource". At the top, there are navigation tabs: "More about your project", "Newspaper style", "Resources", "Publishing teams", and "Project summary". Below the tabs is a message box with a yellow warning icon: "Please give your image resource a title. Captions are optional." The main area contains two text input fields: "Image title:" with the text "Space craft" and "Image caption:" with the text "Satellite launch". To the right of the "Image caption:" field is a "Browse..." button. At the bottom right, there are two buttons: "Save Resource" and "Cancel".

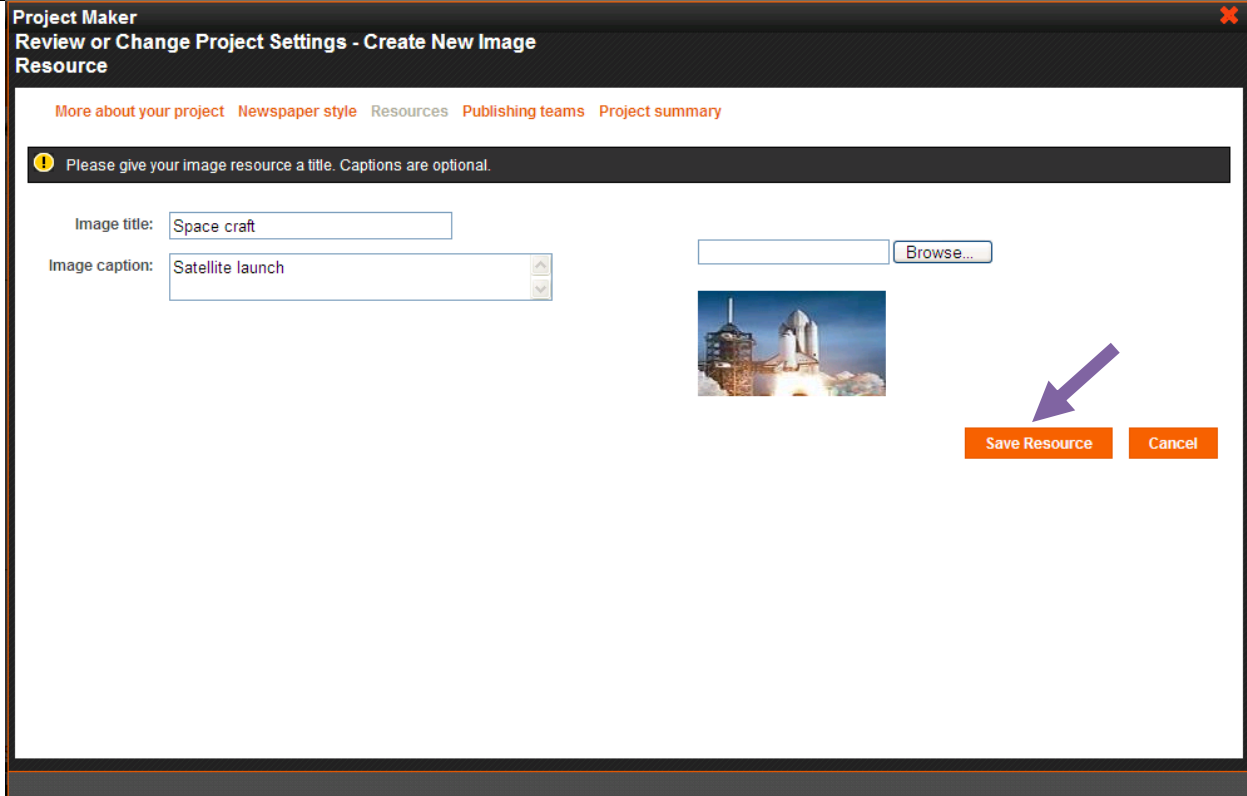
38. Type *Image Title* and *Image Caption* in the respective text box and click **Browse**.

Note: Add Images that are relevant to the Project



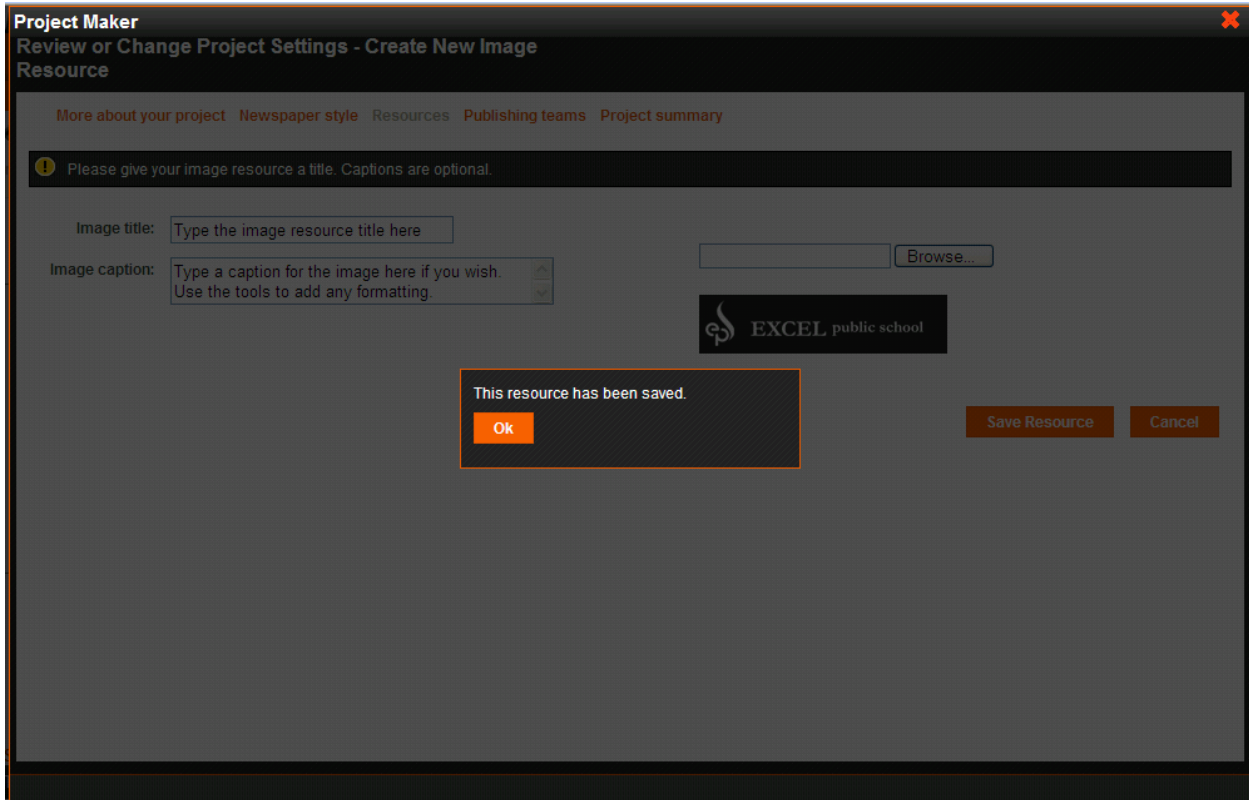
39. Select a Valid image file and click **Open** to return.

Note: Image that you select can be as jpg, png, gif and tif file format.



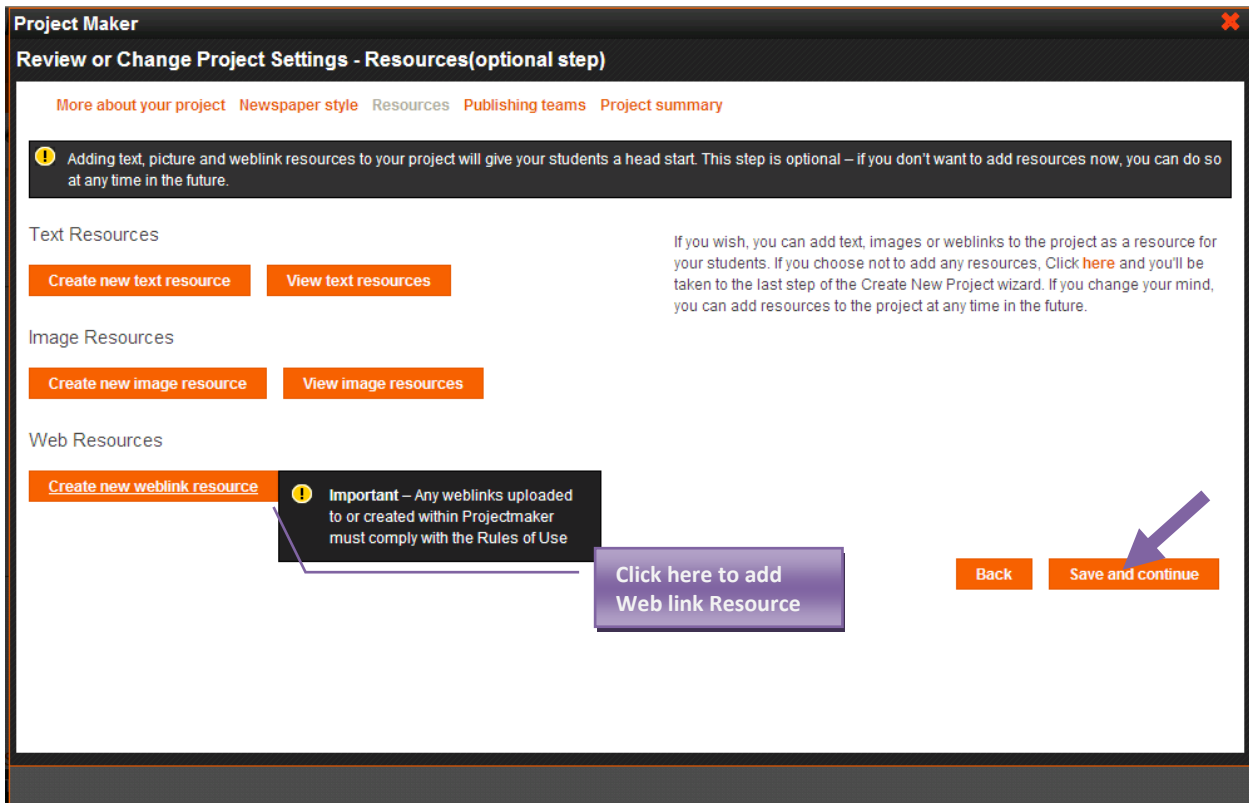
The selected image will be replaced with the Project Maker image.

40. Click **Save Resource**.



This resource has been saved message will be displayed.

41. Click OK.



42. To add *Web link Resources*, click *Create new weblink resource*. (Students will refer the web link to acquire additional information about the project)

Note: Add Web links that are relevant to the Project

Project Maker
Review or Change Project Settings - Create a new Web Link Resource

More about your project Newspaper style Resources Publishing teams Project summary

! Add a weblink resource to your project. Each weblink resource must have a title.

Website address:

Website description:

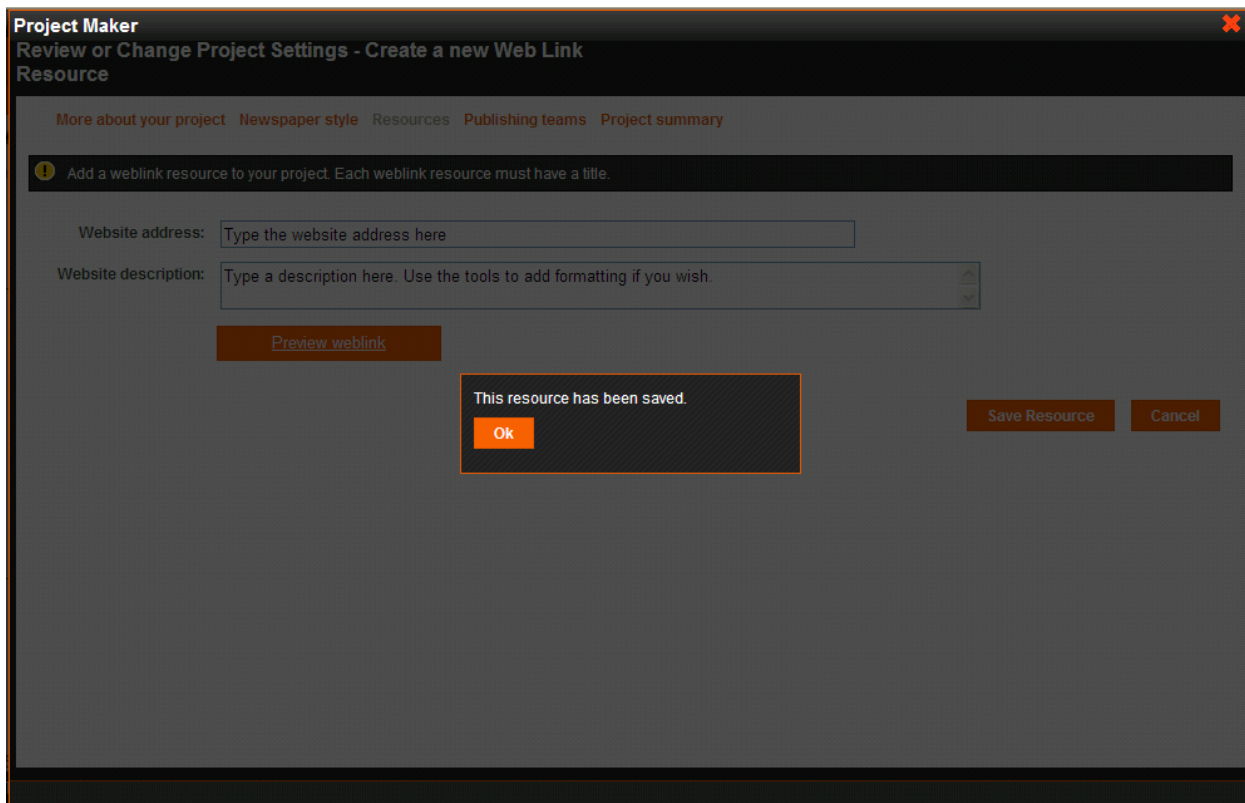
Preview weblink

Save Resource Cancel

43. Type valid *Website address* in the text box provided. (You can click on *Preview weblink* to view the added Website)

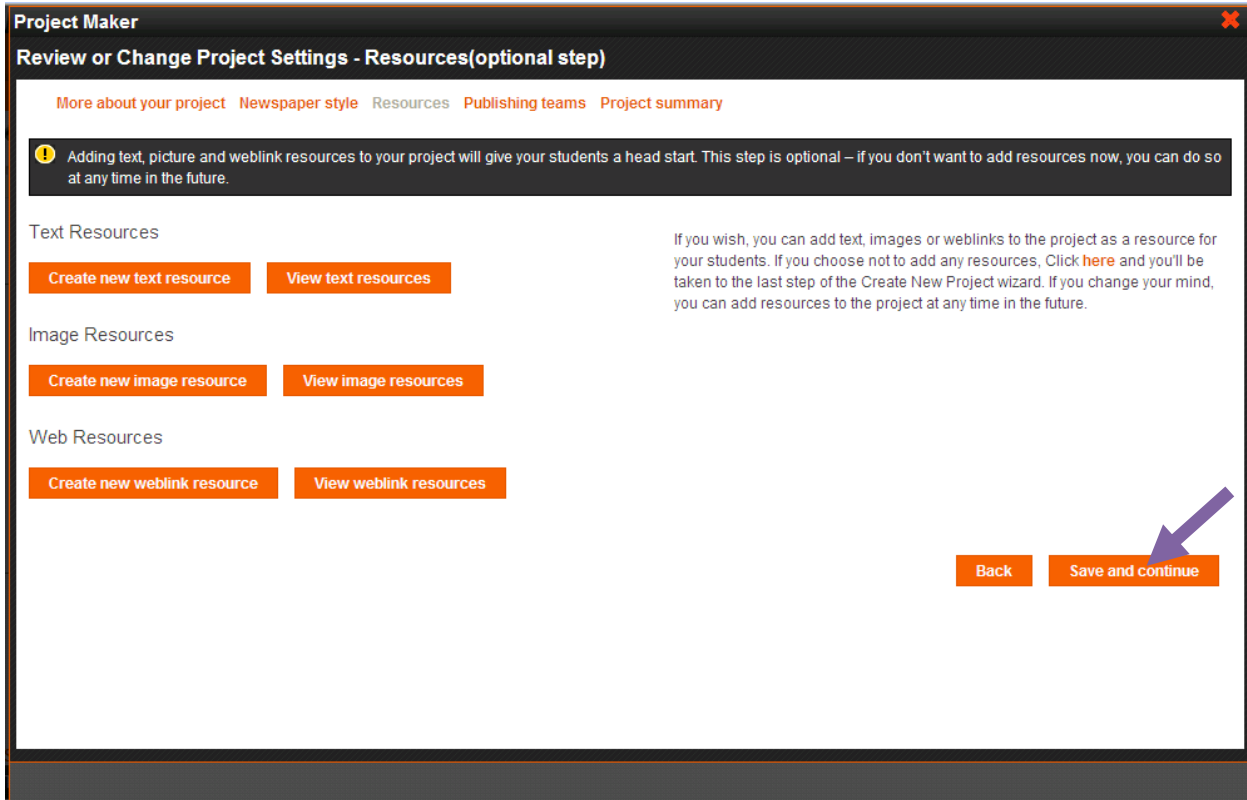
Note: Do not leave space while you enter the Web site address

44. Enter *Website description* in the text area.
45. Click **Save Resource**.

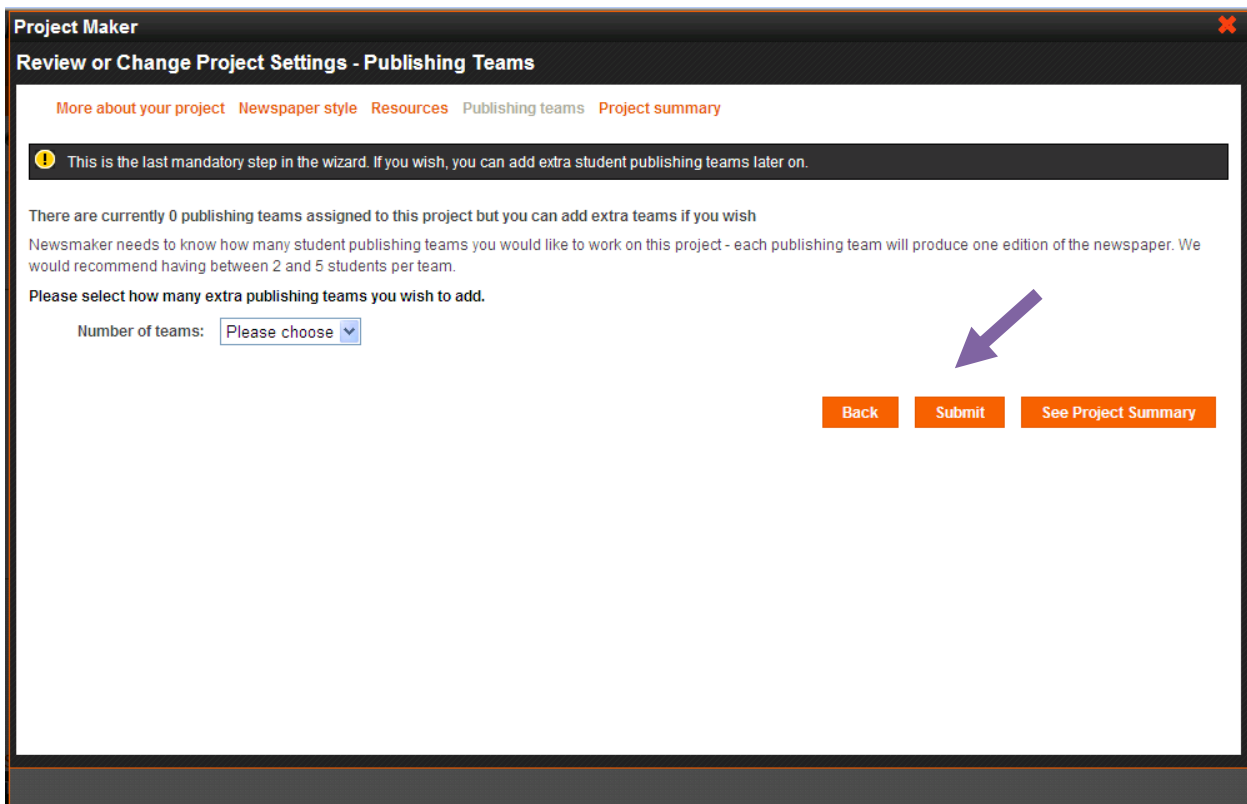


This resource has been saved message will be displayed.

46. Click **OK** to return.



47. Now click **Publishing teams/ Save and continue** to view the following screen.



48. Click the drop down list to select *Number of teams* you wish to include for the project.

Project Maker ✕

Review or Change Project Settings - Publishing Teams

[More about your project](#) [Newspaper style](#) [Resources](#) [Publishing teams](#) [Project summary](#)

! This is the last mandatory step in the wizard. If you wish, you can add extra student publishing teams later on.

There are currently 0 publishing teams assigned to this project but you can add extra teams if you wish

Newsmaker needs to know how many student publishing teams you would like to work on this project - each publishing team will produce one edition of the newspaper. We would recommend having between 2 and 5 students per team.

Please select how many extra publishing teams you wish to add.

Number of teams:

Back Submit See Project Summary

49. Click Submit.

Project Maker ✕

Review or Change Project Settings - Publishing Teams

[More about your project](#) [Newspaper style](#) [Resources](#) [Publishing teams](#) [Project summary](#)

1. Divide your students into publishing teams and give each team one of the reference numbers
2. Get the teams to agree among themselves which students are going to be journalists in each team and who will be the editor
3. Give all of the students the website address for your school's Newsmaker homepage. Have them register.(there's link on the homepage)
4. If you've chosen to approve students before they can use Newsmaker, you will then need to approve them in the student manager area - there's a tab in the navigation bar above and also a link on the teacher homepage
5. When you've approved the students, they will be able to login on the school's Newsmaker homepage and will be taken to a page where they can enter their reference numbers to get started on the project
6. If you choose not to approve students, they will be able to login and begin work directly

Newsmaker has created a list of reference numbers for this project - one for each extra publishing team

Team[1] - spa2awh
Team[2] - spa67hn

Print reference numbers

Back Save and continue See Project Summary

An automated reference number will be created for each publishing team. (*env9a90 will be reference number for Team-1*)

Note: You can also print the reference numbers by clicking 'Print reference numbers' button.

50. Click **Save and continue**.

Project Maker Review or Change Project Settings - Project Summary

More about your project Newspaper style Resources Publishing teams Project summary

! This is the final step in the wizard. Make any final changes you require then choose to save and finish. Your new project will appear in the Current Projects screen.

About your project
Project Title: Space Adventures
View Project Description View Project Image
Start Date: 27/08/2011
Deadline: 31/08/2011

Resources View/Change
Text Resources: 1
Image Resources: 1
Web Links: 1

More about your project View/Change
Message Board:
 On Off

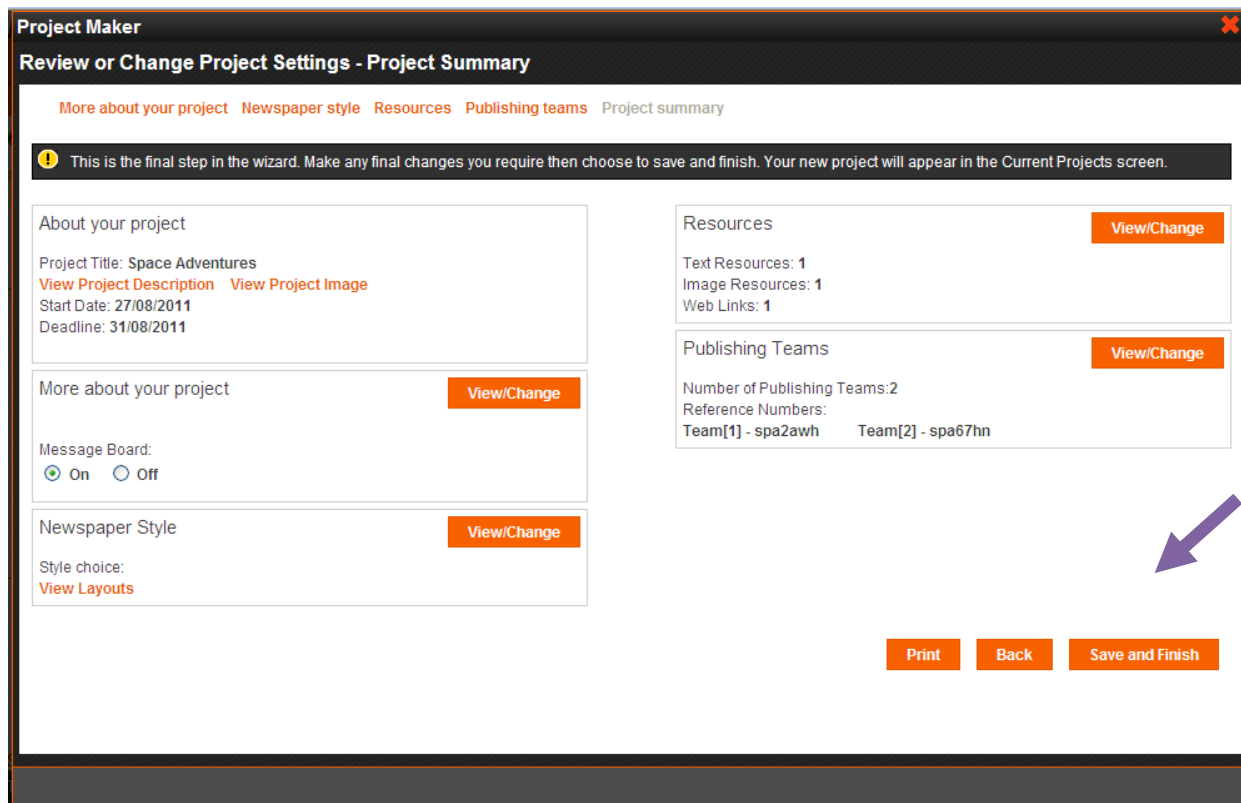
Publishing Teams View/Change
Number of Publishing Teams: 2
Reference Numbers:
Team[1] - spa2awh Team[2] - spa67hn

Newspaper Style View/Change
Style choice:
View Layouts

Print Back Save and Finish

This is the last process of creating the project. You can view the overall *Project Summary* here. You can also click on **View/ Change** to add/ edit data.

51. After you complete, move the scroll bar down to view **Save and Finish**.



52. Click **Save and Finish** to complete the project creation.

Here you can view created projects. Project details such as Title, Duration, deadline and description will be displayed. This screen allows you to **Export** the project and **Review or change project settings**.

53. To export the created project, click on **Export**.

Create Project

Enter Name, marks, Teacher's notes and then select any or both out of levels and class.

Name * ← Back

Start date * End date *

Projects Description

Learning Objectives

Activities

Curriculum Mapping

Font: Arial Size: 0.8em

Brief description of the project pack:

Space tourism is the recent phenomenon of tourists paying for flights into space. *Space Tourism* is the term that's come to be used to mean ordinary members of the public buying tickets to travel to space and back. Many people find this idea futuristic. But over the past few years a growing volume of professional work has been done on the subject, and it's now clear that setting up

Select levels, class, teachers and rubrics

Select Level(s) Pre-Primary Primary Secondary

Senior Secondary

OR

Select Class

Selected Teacher(s)	Selected Rubric(s)										
<div style="display: flex; justify-content: space-between;"> + Add Monitoring Teacher(s) + View Rubric(s) </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Teacher(s)</th> <th style="width: 20%;">Remove</th> </tr> </thead> <tbody> <tr> <td>rose</td> <td></td> </tr> <tr> <td>KVimala V</td> <td>Remove</td> </tr> </tbody> </table>	Teacher(s)	Remove	rose		KVimala V	Remove	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Rubric(s)</th> <th style="width: 20%;">Remove</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">No Rubrics Found!</td> </tr> </tbody> </table>	Rubric(s)	Remove	No Rubrics Found!	
Teacher(s)	Remove										
rose											
KVimala V	Remove										
Rubric(s)	Remove										
No Rubrics Found!											

[Edit Project Details](#)
Save

54. Click **Save** to save the project file in a desired location in your system.

55. Select a location and click **Save**.

The saved project will be in a zip file format. Later, you can Import the project if required. After you save the project, you will return to *Create Cross Curricular Project* screen.

56. Now, click **Save**.

A success message *Project created successfully* will be displayed.

57. Click **OK** to view *Manage Cross Curricular Project* screen.

Created Projects are displayed here.

Edit Project

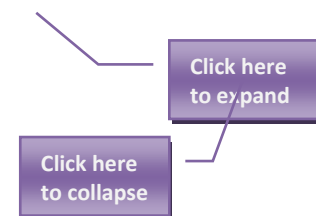
You can edit the project in order to add/ edit project details, resources, etc. Manage Cross Curricular Project screen allows you to edit project.

Follow the steps below to edit project:

1. Click on a Project you wish to edit.
2. Click on the expandable arrow to view details.

You can view project details such as Name, Type and Maximum marks. You can either click on the Close icon, or collapsible arrow to close.

3. Click *Edit* to update the selected project.



✦ Create Project

Enter Name, marks, Teacher's notes and then select any or both out of levels and class.

Name * ← Back

Start date * End date *

Projects Description

Learning Objectives

Activities

Curriculum Mapping

Brief description of the project pack:

Space tourism is the recent phenomenon of tourists paying for flights into space. *Space Tourism* is the term that's come to be used to mean ordinary members of the public buying tickets to travel to space and back. Many people find this idea futuristic. But over the past few years a growing volume of professional work has been done on the subject, and it's now clear that setting up

Select levels, class, teachers and rubrics

Select Level(s) Pre-Primary Primary Secondary

Senior Secondary

OR

Select Class

Selected Teacher(s)	Selected Rubric(s)														
Add Monitoring Teacher(s) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Teacher(s)</th> <th style="width: 20%;">Remove</th> </tr> </thead> <tbody> <tr> <td>rose</td> <td></td> </tr> <tr> <td>KVimala V</td> <td style="text-align: center;">Remove</td> </tr> </tbody> </table>	Teacher(s)	Remove	rose		KVimala V	Remove	View Rubric(s) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Rubric(s)</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>Subject Evaluation Rubric</td> <td style="text-align: center;">↑</td> </tr> <tr> <td>Knowledge Gained</td> <td style="text-align: center;">↓</td> </tr> <tr> <td>Knowledge Gained</td> <td style="text-align: center;">↓</td> </tr> </tbody> </table>	Rubric(s)		Subject Evaluation Rubric	↑	Knowledge Gained	↓	Knowledge Gained	↓
Teacher(s)	Remove														
rose															
KVimala V	Remove														
Rubric(s)															
Subject Evaluation Rubric	↑														
Knowledge Gained	↓														
Knowledge Gained	↓														

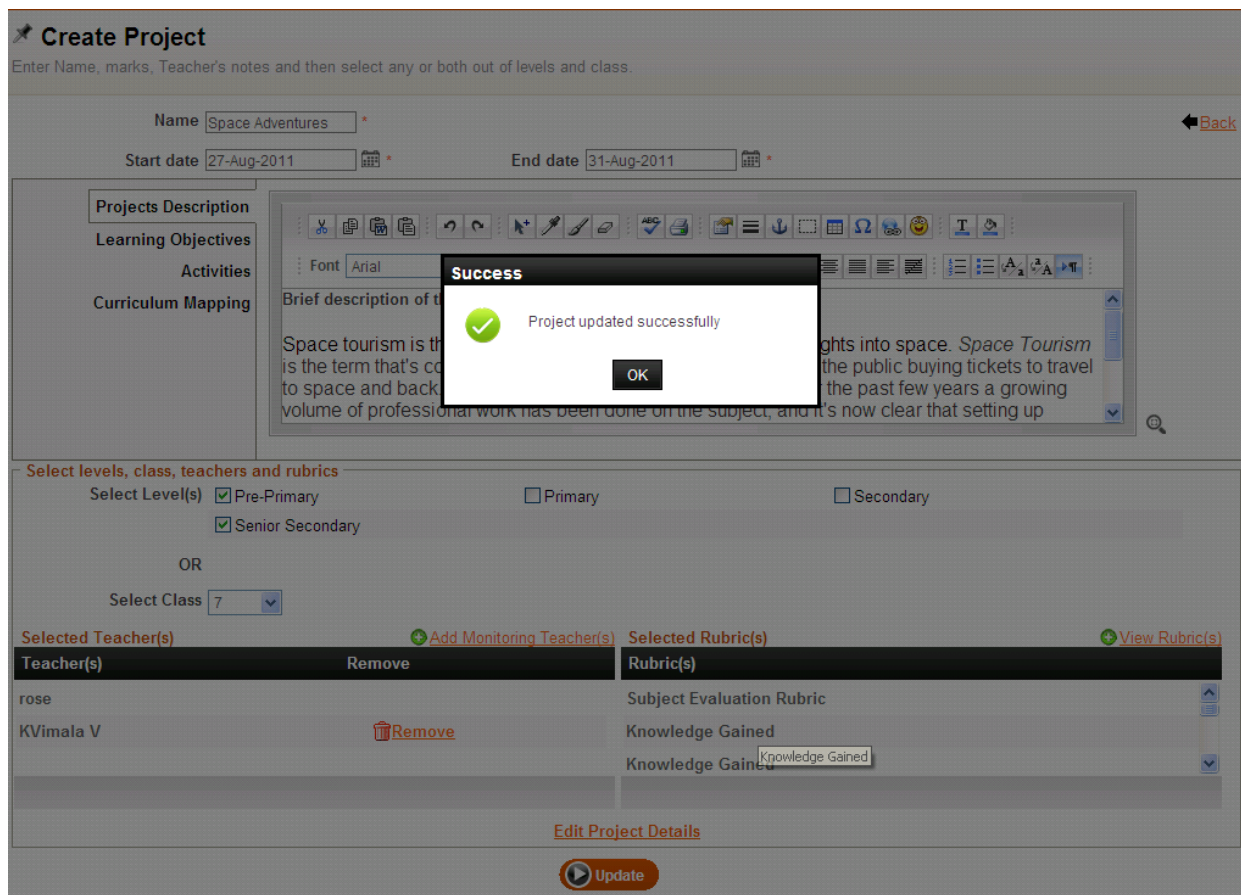
[Edit Project Details](#)

[Update](#)

Create Cross Curricular Project screen will be displayed.

4. Make required changes in the screen.
5. Click *Navigate to Project Maker* to make changes in Project maker screen.
6. After you complete, click **Update** to save the changes.

Note: We suggest you to edit the Project Name in Create Cross Curricular Project screen and also in the Project Maker screen.



Changes will be saved and a success message *Project updated successfully* will be displayed.

7. Click **OK** to return to *Manage Cross Curricular Project* screen.

Created/ Updated projects are displayed in this screen.

Preview Project

This functionality allows you to preview the created project and send mail to students. Manage Cross Curricular Project screen allows you to Preview projects.

The screenshot shows the 'Manage Project' interface. At the top, there is a 'Create Project' button. Below it, there are tabs for 'My Project' and 'Monitoring Project'. A search bar is located on the right. The main content area displays a project titled 'Space Adventures'. To the left of the project details is a thumbnail image of a newspaper-style project. The details include 'Start Date : 27-Aug-2011' and 'End Date : 31-Aug-2011'. Below the dates, there are links for 'Edit', 'Assign', 'Preview', 'Evaluate', and 'Delete'. On the right side, there are links for 'Review Project Progress', 'View Message Board for this project', and 'Number of Published Teams : 0'. At the bottom of the interface, there are three numbered steps: 1, 2, and 3, with step 3 highlighted in orange.

Follow the steps below to preview project and assign to students:

1. Click on a project name you wish to Preview.

The selected project will pop up displaying *Edit*, *Delete*, *Share* and *Preview* links.

2. Click on *Preview*.

Name : Space Adventures

Edit Back

Team code : spa2awh,spa67hn

Class : 7

Level : Pre-Primary, Senior Secondary

Projects Description Learning Objectives Activities Curriculum Mapping

Brief description of the project pack:

Space tourism is the recent phenomenon of tourists paying for flights into space. *Space Tourism* is the term that's come to be used to mean ordinary members of the public buying tickets to travel to space and back. Many people find this idea futuristic. But over the past few years a growing volume of professional work has been done on the subject, and it's now clear that setting up commercial space tourism services is a realistic target for business today.

Text resource

Space Adventures

Space offers various challenges for the astronaut.

Image resource



Space craf...

Teachers and Rubrics

Selected Teacher(s)

Teacher(s)	Remove
rose	
KVimala V	

Selected Rubric(s)

View Rubric(s)

Rubric(s)
Subject Evaluation Rubric...
Knowledge Gained
Knowledge Gained

You can view the complete Project details here.

Manage Project

Select Class, Curriculum and theme to view the Projects created by own/shared by peers/ recommended. Select a Project to Edit, Preview, Delete and Assign.

[+ Create Project](#)

My Project

Monitoring Project

Search :  

Space Adventures

[Edit](#) [Assign](#) [Preview](#) [Evaluate](#) [Delete](#)




Start Date : 27-Aug-2011

End Date : 31-Aug-2011

Newspaper Style:

[Review Project Progress](#)

[View Message Board for this project](#)

 **Number of Published Teams : 0**

1 2 3

3. To assign this project to students, click on **Select Students**.

Assign Students ✕

Select class and team

Class Project Planning Required

Team

Select users

Section

Available students

No Student(s) Found!

[▶ Add >](#)

[▶ Add All >>](#)

[◀ Remove](#)

[◀◀ Remove All](#)

Selected students

Editor of Team [▶ Assign](#)

Select Students pop up window will be displayed.

4. Click drop down list to select *Class*, *Team* and *Section*.

Assign Students ✕

Select class and team

Class Project Planning Required

Team

Select users

Section

Available students

- Kshankar
- Kpallavi
- KKathik
- KAnanda
- KVarma

Selected students

Editor of Team

List of students of the selected *Class*, *Team* and *Section* will populate in *Available students* pane. Now you will need to select student(s) to assign the project.

5. Click on a student name to select.

Assign Students ✕

Select class and team

Class Project Planning Required

Team

Select users

Section

Available students

- Kshankar
- Kpallavi
- KKathik
- KAnanda
- KVarma

Selected students

- Kshankar

Editor of Team

6. To add student by name, click on a student name to select and click **Add**.
7. The selected student's name will populate in *Selected students* pane.
8. To remove student from the selected list, click on a student name to select in *Selected students* pane and click **Remove**.
9. To remove all the student(s) form the Selected list, click **Remove All**.
10. To add all the available students, click **Add All**.

Assign Students ✕

Select class and team

Class Project Planning Required

Team

Select users

Section

Available students

- Kshankar
- Kpallavi
- KKathik
- KAnanda
- KVarma

Selected students

- Kshankar
- Kpallavi
- KKathik
- KAnanda
- KVarma

▶ Add >

▶ Add All >>

▶ < Remove

▶ << Remove All

Editor of Team

▶ Assign

11. After selecting student(s), click **Send Mail**.

Note: An auto-generated mail about the Project schedule will be sent to selected students

The screenshot shows the 'Assign Students' interface. At the top, there is a note: 'Note: An auto-generated mail about the Project schedule will be sent to selected students'. Below this, the interface is titled 'Assign Students' with a close button (X). The interface is divided into two main sections: 'Select class and team' and 'Select users'. In the 'Select class and team' section, 'Class' is set to '7' and 'Team' is 'Team A'. There is a checkbox for 'Project Planning Required' which is unchecked. In the 'Select users' section, 'Section' is set to 'A'. There are two columns of 'Available students'. The left column lists: Kshankar, Kpallavi, KKathik, KAnanda, and KVarma. The right column lists: Kshankar, Kpallavi, KKathik, KAnanda, and KVarma. Below the student lists are buttons: '< Remove', '<< Remove All', and 'Assign'. At the bottom, there is a dropdown for 'Editor of Team' set to 'Kpallavi'. A 'Success' dialog box is overlaid on the interface, displaying a green checkmark and the text 'Assigned Successfully' with an 'OK' button.

Mail Sent Successfully will be displayed.

12. Click **OK** to return to *Preview Cross Curricular Project* screen.

13. Click on **Projects** in the menu to view *Manage Cross Curricular project* screen.



Delete Project

Project(s) that are not required can be deleted in order to organize your project list. Manage Cross Curricular Project screen allows you to delete projects.






✦ Manage Project


Select Class, Curriculum and theme to view the Projects created by own/shared by peers/ recommended. Select a Project to Edit, Preview, Delete and Assign.

[+ Create Project](#)

My Project **Monitoring Project** Search :  


Envirnoment Pollution P288A


 Edit
  Assign
  Preview
  Evaluate
  Delete




Start Date : 24-Aug-2011 End Date : 24-Aug-2012






Newspaper Style: Tabloid

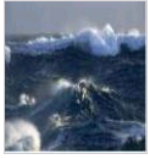
 [Review Project Progress](#)

 [View Message Board for this project](#)

 **Number of Published Teams : 0**


Organic Farming - P443A


 Edit
  Assign
  Preview
  Evaluate
  Delete




Start Date : 24-Aug-2011 End Date : 24-Aug-2012

Newspaper Style: Compact

 [Review Project Progress](#)

 [View Message Board for this project](#)

 **Number of Published Teams : 0**

1 2 3

Follow the steps below to delete project:

1. Click on a Project name you wish to delete.

The selected project will pop up displaying *Edit*, *Delete*, *Share* and *Preview* links.

2. Click *Delete*.

Manage Project

Select Class, Curriculum and theme to view the Projects created by own/shared by peers/ recommended. Select a Project to Edit, Preview, Delete and Assign.

[+ Create Project](#)

My Project

Monitoring Project

Search :

Environment Pollution P288A

[Edit](#) [Assign](#) [Preview](#) [Evaluate](#) [Delete](#)




Start Date : 24-Aug-2011

End Date : 24-Aug-2012

Newspaper Style: Tabloid

Confirmation

 Are you sure you want to delete?

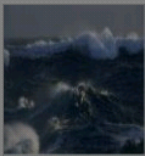
[Review Project Progress](#)

[View Message Board for this project](#)

[Number of Published Teams : 0](#)

Organic Farming - P443A

[Edit](#) [Assign](#) [Preview](#) [Evaluate](#) [Delete](#)



Start Date : 24-Aug-2011

End Date : 24-Aug-2012

Newspaper Style: Compact

[Review Project Progress](#)

[View Message Board for this project](#)

[Number of Published Teams : 0](#)

1 2 3

A confirmation message 'Are you sure you want to delete?' Will be displayed.


3. Click **Yes** to delete the selected project.

5. Messages

Messages allows you to communicate with Colleagues and Students through E-mail. You can Send, Receive and Delete mails. You can also Manage folders to organize your mails.

Teacher Dashboard
View Schedule, Messages and the latest Student Activities.

My profile

 Name : Fiyaz Mohammed
Classes : 4-A, 5-A, 3-A
Subjects : Chemistry, Mathematics, Science, Physics, Biology

[Edit Profile](#) | [Change password](#)

Messages

Category	Message	Date
Colleagues (0)	Hi	Charle... 22 Jun 11
Student (1)		

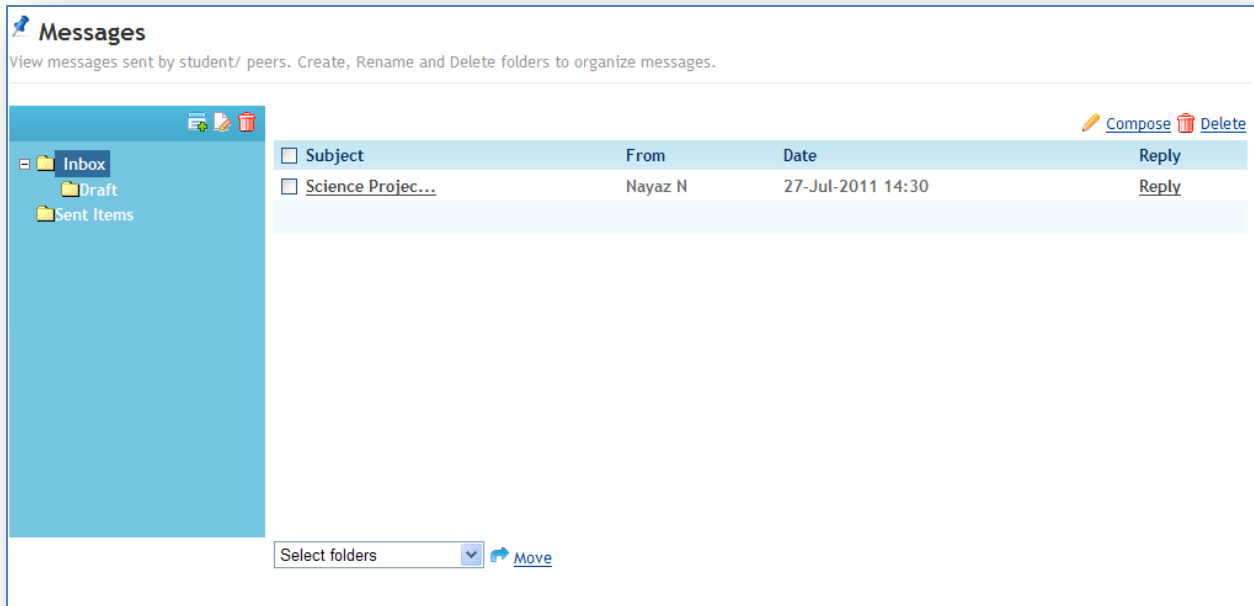
[View more>>](#)

Assigned Projects

Project Name	Start date	End date	No. of Teams
Rock and rol...	Submitted 21-Jul-2011	29-Jul-2011	3
Rubrics tagg...	15-Jul-2011	16-Jul-2011	3
Test 007	Submitted 14-Jul-2011	21-Jul-2011	1
Star Network	Submitted 12-Jul-2011	19-Jul-2011	1
Data Compres...	Submitted 12-Jul-2011	19-Jul-2011	2
Data Bind	Submitted 12-Jul-2011	19-Jul-2011	2
Operating Sy...	Submitted 12-Jul-2011	19-Jul-2011	3
Shoot at sit...	Submitted 11-Jul-2011	18-Jul-2011	1
Final proj	Submitted 11-Jul-2011	12-Jul-2011	3
Human Evolut...	Submitted 11-Jul-2011	18-Jul-2011	1
Rock and Rol...	Submitted 11-Jul-2011	18-Jul-2011	2
All the best	Submitted 10-Jul-2011	11-Jul-2011	2

[View more>>](#)

Click on Messages to view the following screen.



Messages screen displays two panes. The left pane displays created folders. You can select a folder to view list of related messages on the right pane with details such as senders name, subject and sent date. You can click on the *View* link to view the complete message. In case if you need to reply for the message, click on the reply link corresponding to the message that you wish to reply.

The table below provides brief description of icons displayed in *Messages* screen:

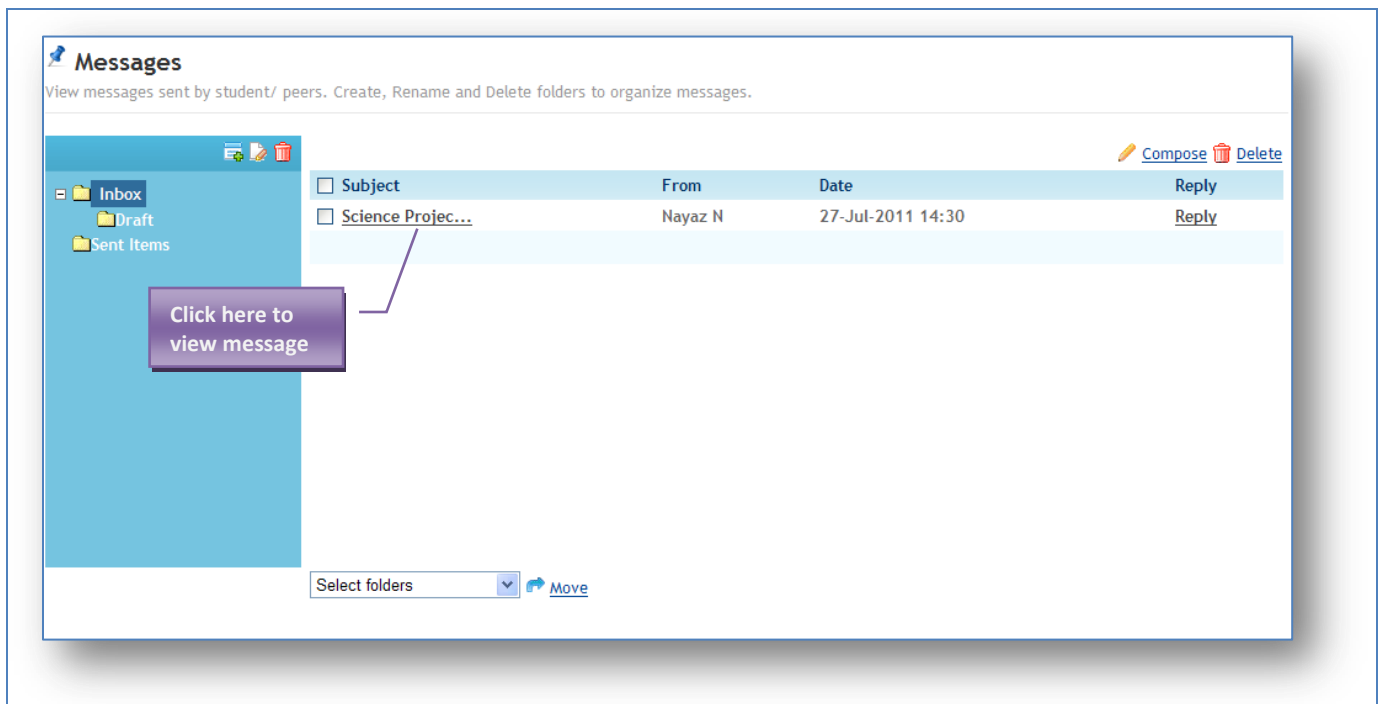
Icon	Allows	Description
	Add folder	Click to add folder
	Rename folder	Select a folder and click this icon to rename folder
	Delete folder	Select a folder and click this icon to delete folder

Message screen allows you to:

- a) [View message](#)
- b) [Reply to received message](#)
- c) [Compose New Message](#)
- d) [Move message from one folder to another](#)
- e) [Delete message](#)
- f) [Manage folder](#)
- g) [Add folder](#)
- h) [Rename folder](#)
- i) [Delete folder](#)

View Message

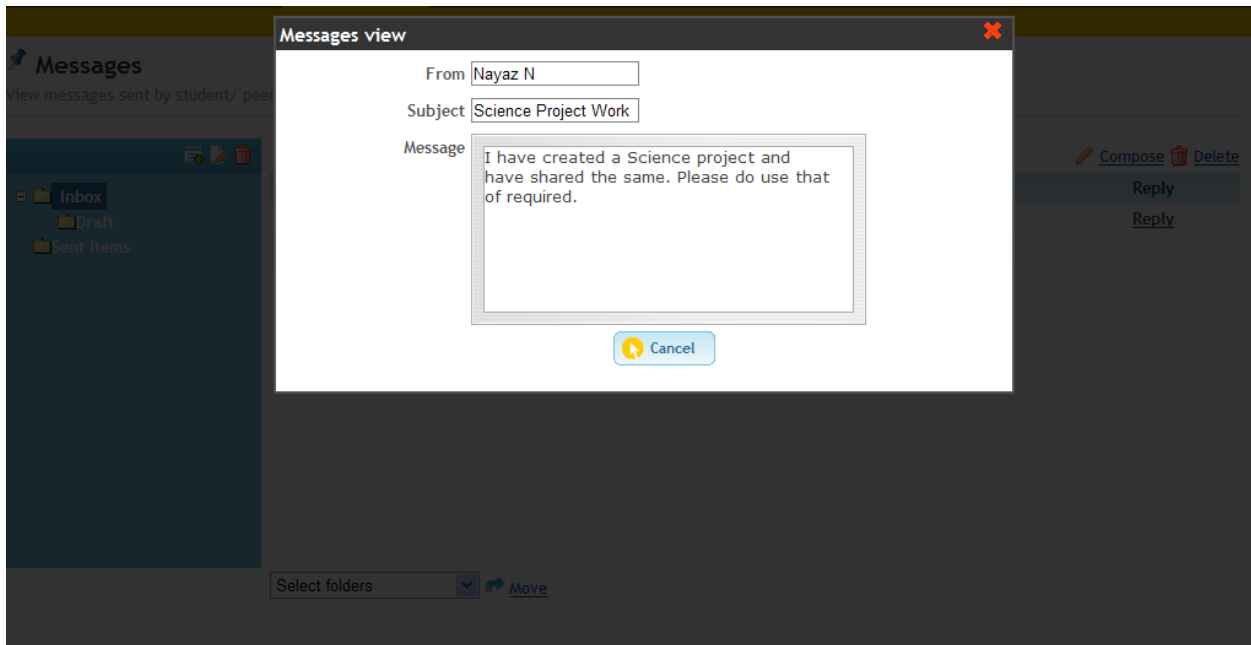
View message option allows you to view full message that you wish to read. Messages screen allows you to view messages.




Follow the steps below to view message:

1. Select a folder to view messages.
2. Once you select a folder, you can view a list of messages of the selected folder in the right pane with details such as senders name, subject and sent date.

3. Click on *the Subject* title to view the message.

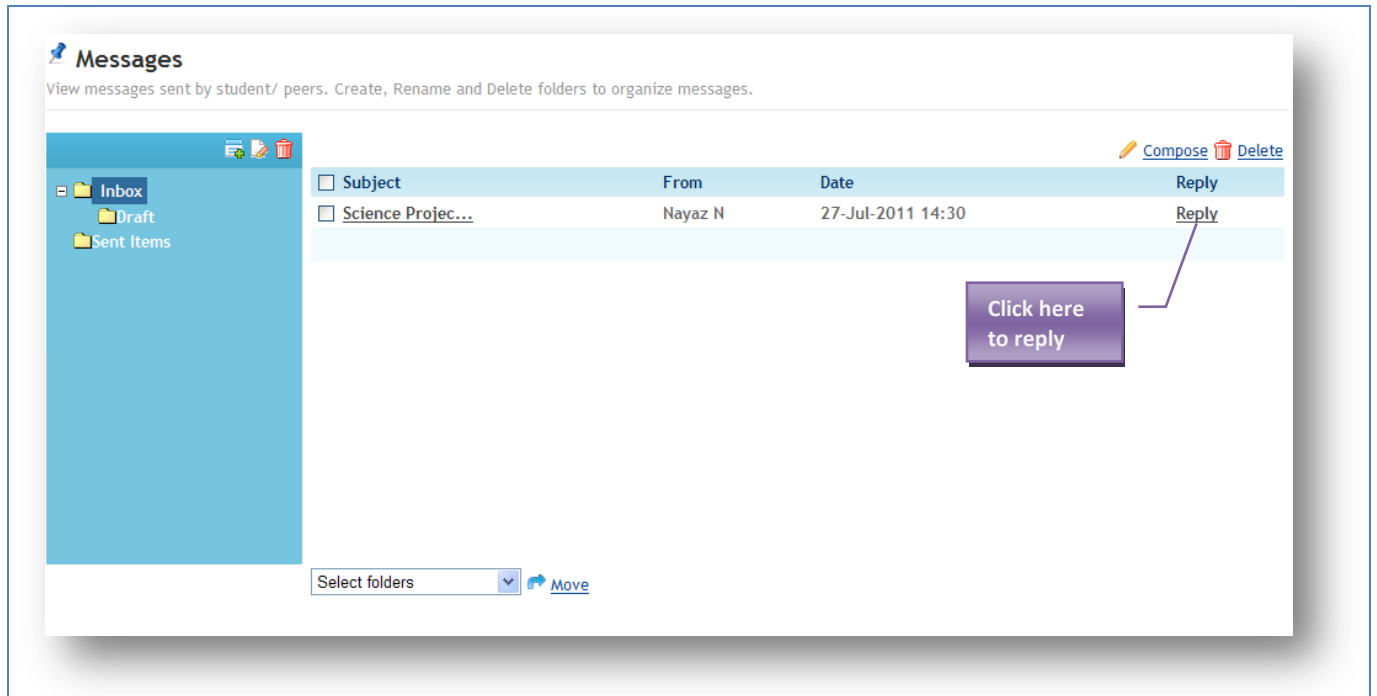


Selected Message will be displayed. You can view Sender's name, Subject and Message.

4. Click close icon  / **Cancel** to close the displayed pop up window and return to the Messages screen.

Reply Message

This section allows you to reply to any message that you have received from Parent/ teachers/ friends. Messages screen allows you to view messages.



Follow the steps below to reply:

1. Click on Reply corresponding to the subject you wish to reply.

Reply Message
Reply message

Fields marked with '*' are mandatory

To: *

Subject: *

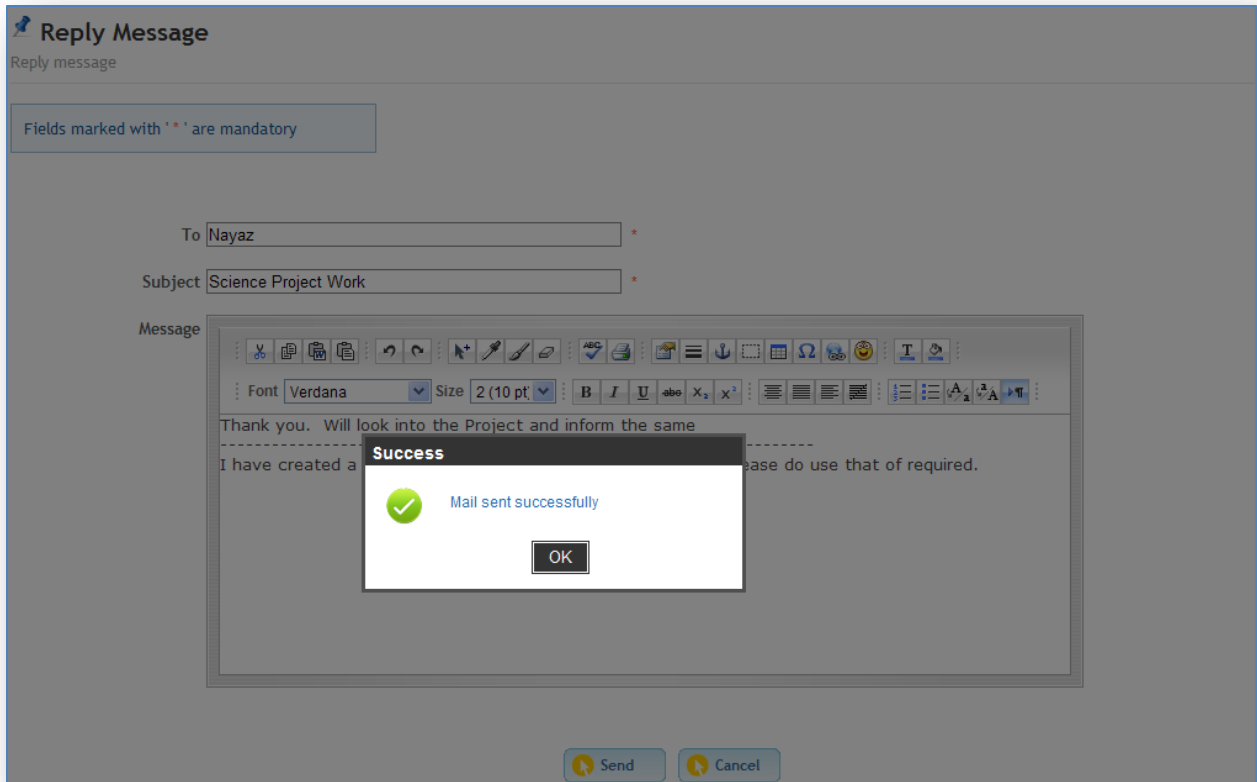
Message

Font: Verdana Size: 2 (10 pt) [B] [I] [U] [X₂] [X₃] [List] [Align] [Link] [Unlink] [Image] [Table] [Table Border] [Table Cell] [Table Row] [Table Col] [Table Merge] [Table Split] [Table Delete] [Table Insert] [Table Row] [Table Col] [Table Merge] [Table Split] [Table Delete] [Table Insert]

Thank you. Will look into the Project and inform the same

I have created a Science project and have shared the same. Please do use that of required.

2. The name of the addressee and the subject of the message will be displayed in *To* and *Subject* text boxes respectively as you are replying for the message sent by the addressee.
3. Type the reply that you wish to send in the text editor using various options provided.
4. Click **Send** button to send the typed message to the addressee.

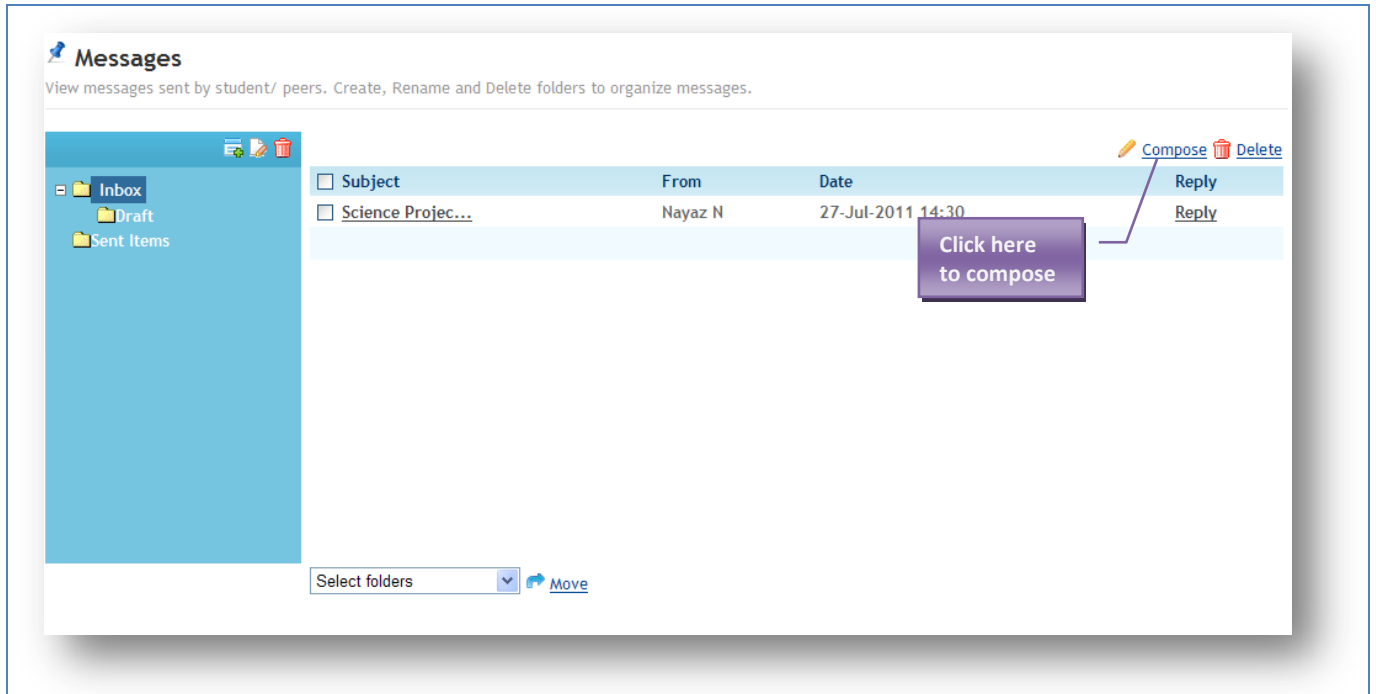


'Mail sent successfully' will be displayed.

5. Click on **OK** button to return to Messages screen.

Compose Message

This option allows you to compose and send messages to selected users. Message screen allows you to compose messages.



Follow the steps below to Compose Message:

1. Click *Compose* to view the following screen.

Compose
Type message and select users to send C-mail/ E-mail.

Fields marked with "*" are mandatory

Message Type : C-mail E-mail

To: [Select User](#)

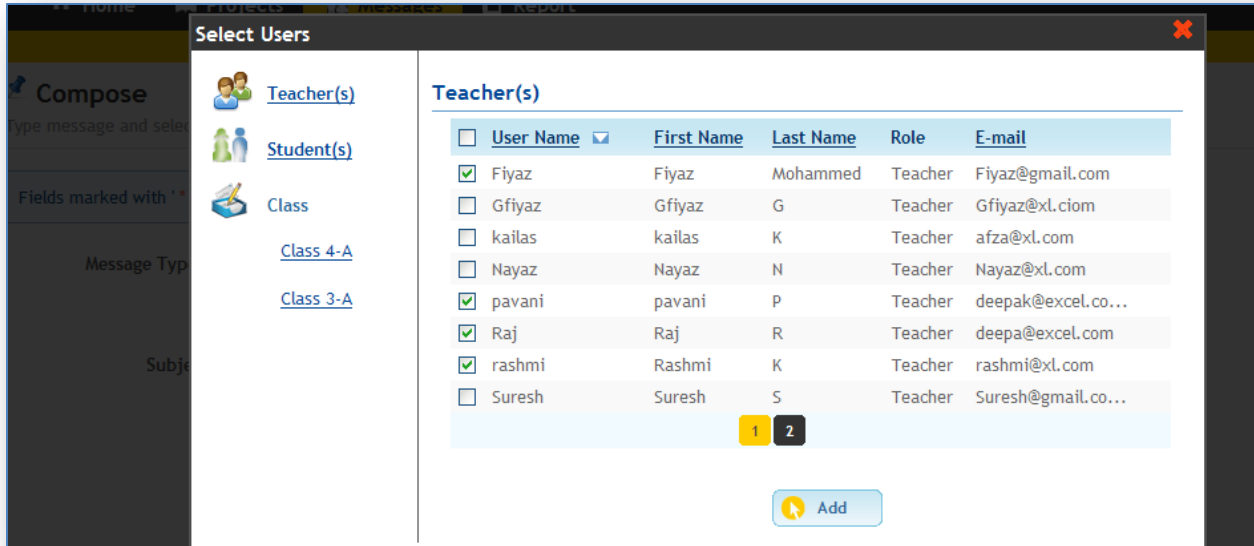
Subject:

Message

Font: Verdana Size: 2 (10 pt) **B** *I* U

[Send](#) [Cancel](#)

2. Click the option button to choose the C-mail/ E-mail.
3. Click **Select Users**.



Select Users pop up window will be displayed.

4. Click on Teacher(s)/Student(s)/ Class to view Users on the right pane.
5. Select user(s) using the check box and click **Add**. Once you select User(s), the name of selected user(s) will be displayed in *To* text box.

Compose
Type message and select users to send C-mail/ E-mail.

Fields marked with '*' are mandatory

Message Type : C-mail E-mail

To: Fiyaz.pavani,Raj.rashmi, * [Select User](#)

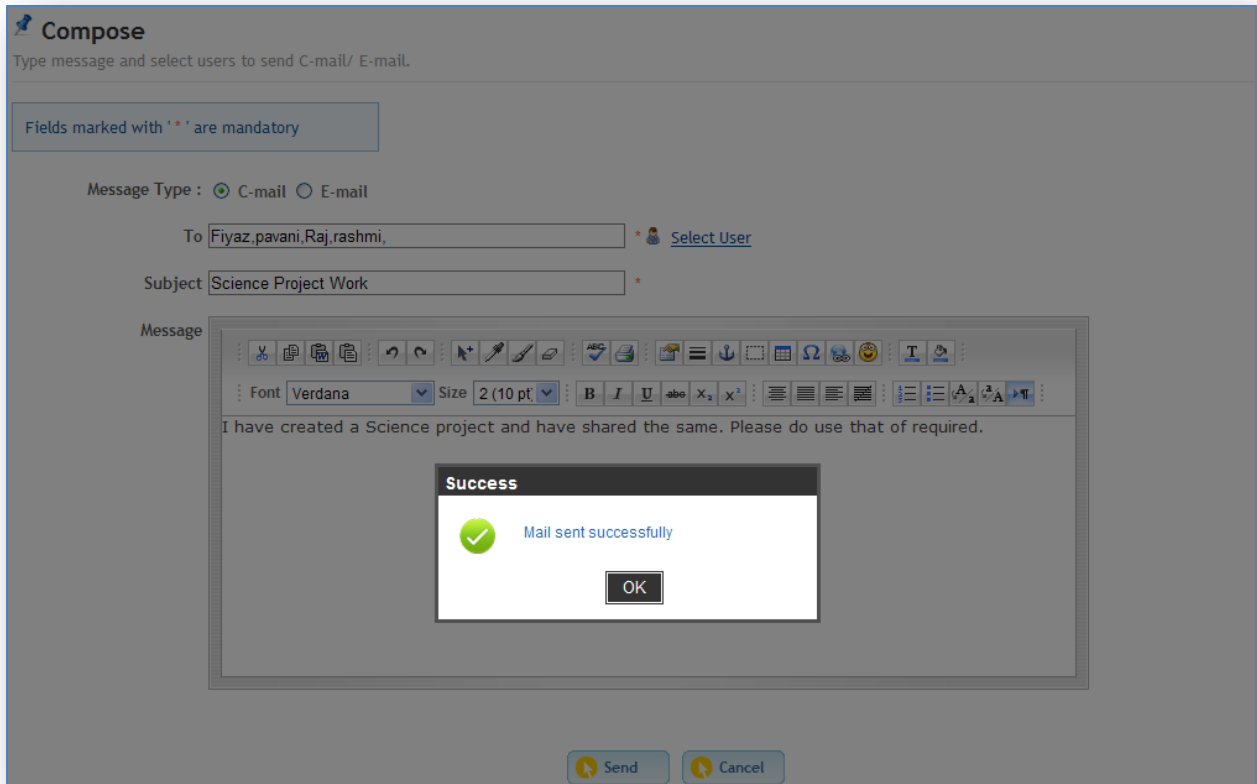
Subject: Science Project Work *

Message

I have created a Science project and have shared the same. Please do use that of required.

Send **Cancel**

6. Type a subject for the message in *Subject* text box.
7. Type the message in the text editor using various options provided.
8. Once you complete typing the message, click **Send** to send the typed message to selected User(s).

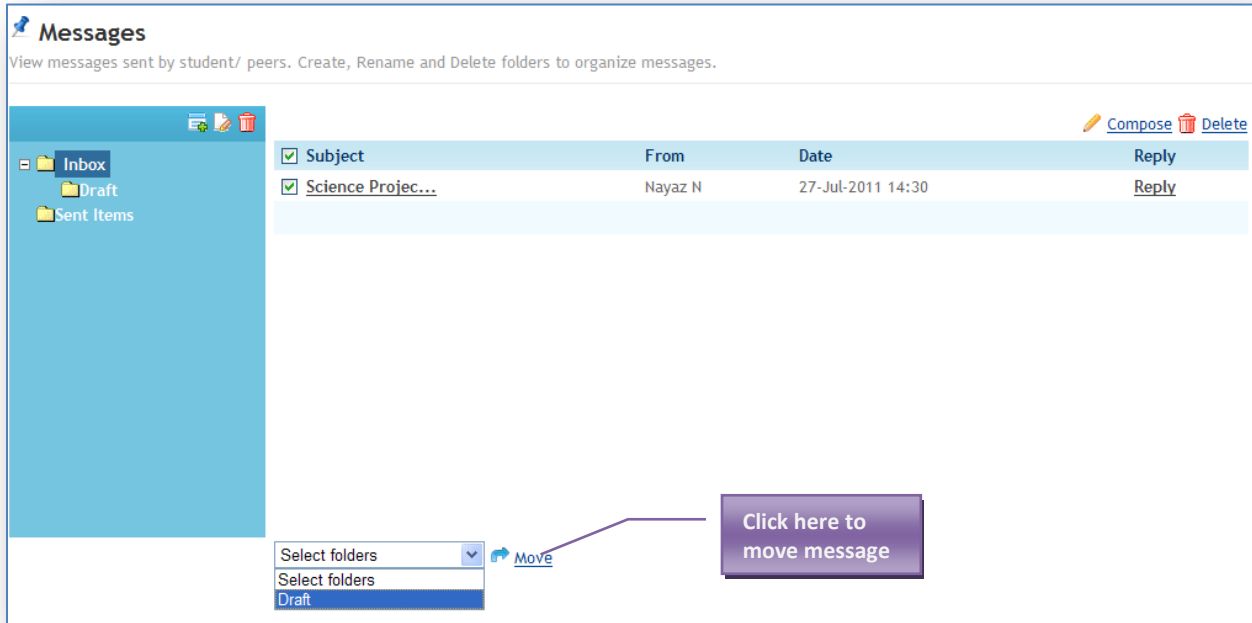


A success message 'Message sent successfully' will be displayed.

9. Click **OK** to return to Messages screen.

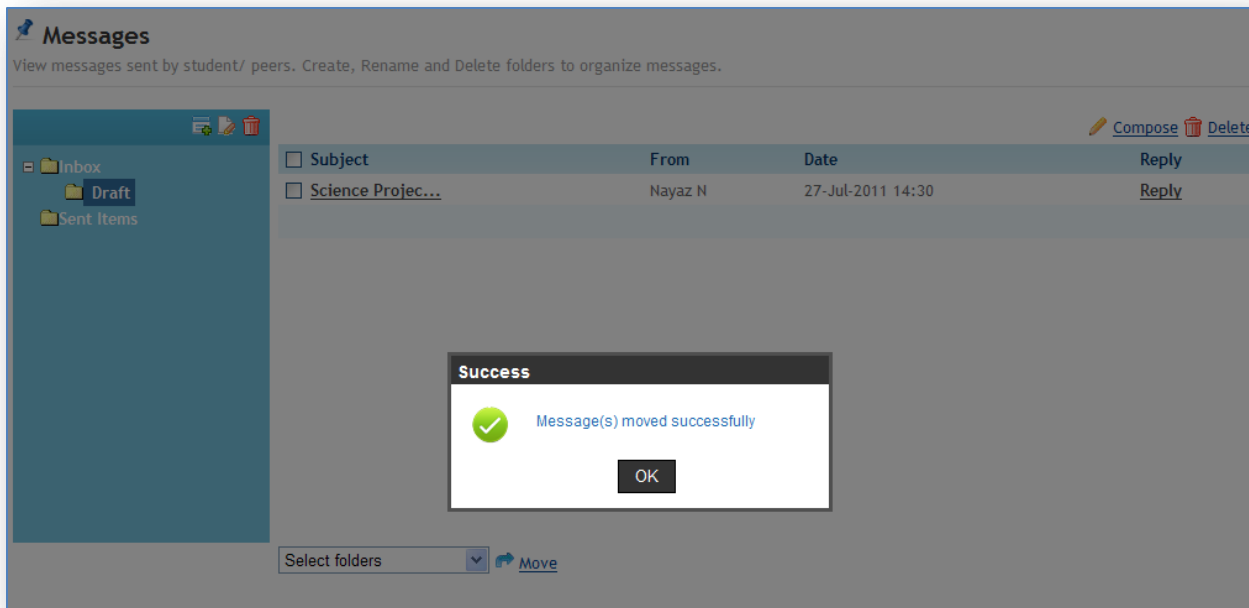
Move Message

This section allows you to move messages to selected folders in order to organize your messages. Messages screen allows you to move messages to selected folders.



Follow the steps below to move messages:

1. Select message(s) to be moved using the check box.
2. Click the drop down list to select the folder. The added folder names will be displayed.
3. Click on the folder name to select.
4. Click *Move*.



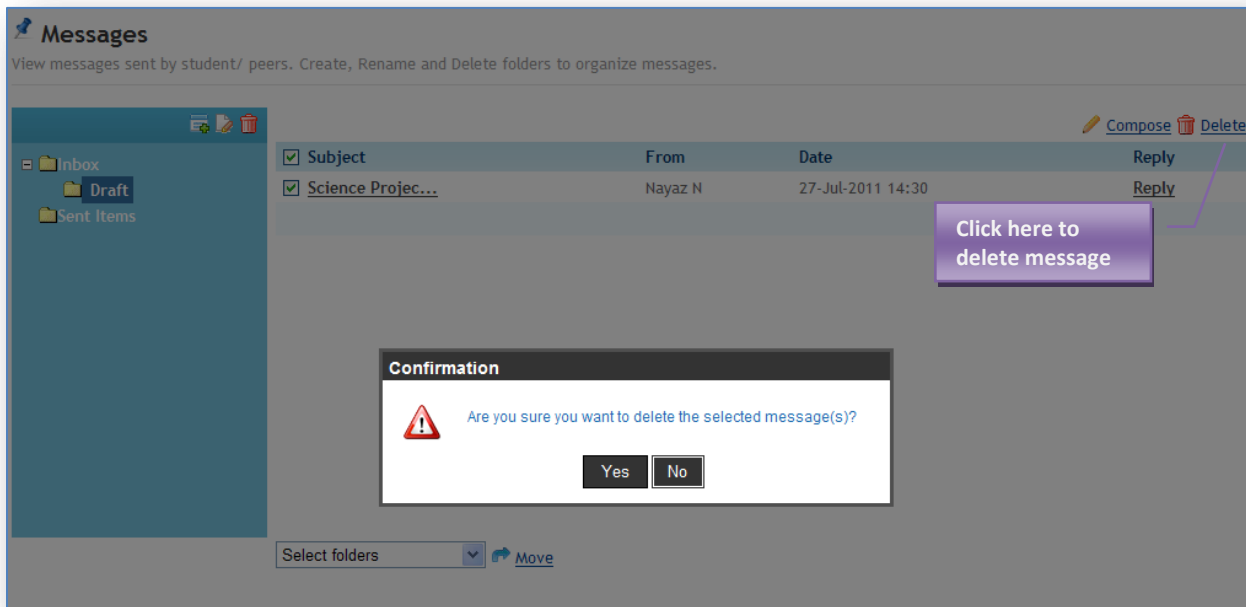
A success message '*Message(s) moved successfully*' will be displayed.

5. Click **OK** to return to Messages screen.



Delete Message

This section briefs you about deleting messages. You can delete one or more messages from Messages screen.



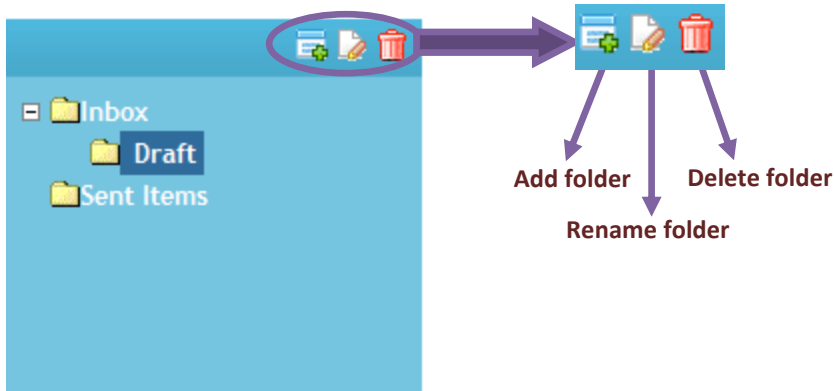
Follow the steps below to delete message(s):

1. Select a folder in the left pane to view list of messages of the related selection in the right pane.
2. Select message(s) to be deleted using checkbox as displayed in the above screen.
3. Click **Delete**. A confirmation message 'Are you sure you want to delete the selected message(s)?'
4. Click **Yes** to delete the selected message(s).

Manage Folder

You can add folder(s) to organize your mails/ messages.


You can view the folders section in the *Message* screen as displayed below:

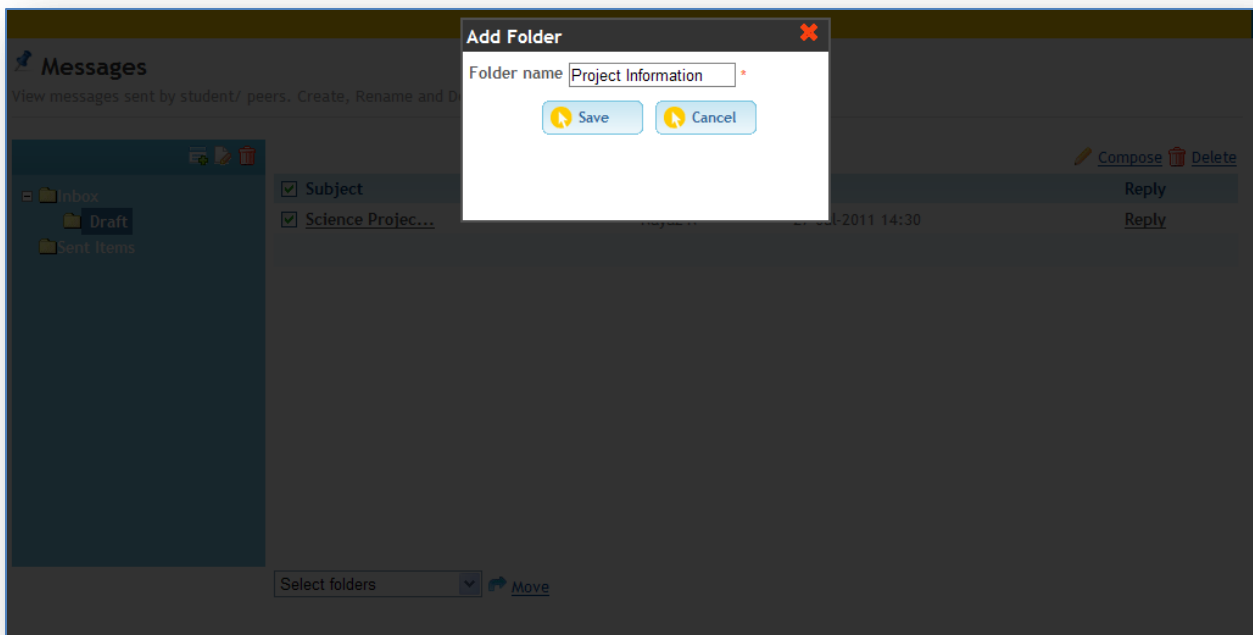


Add Folder

You can add folder(s) in order to organize your mails.

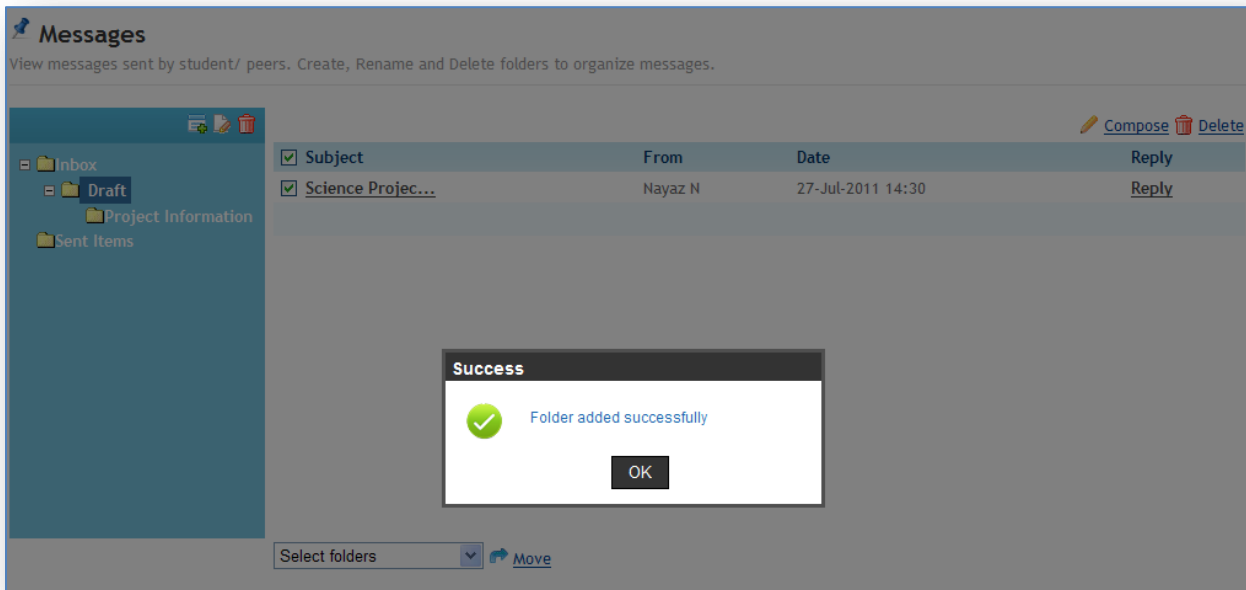
Following are steps to add a folder:

1. Click on a root folder to select.
2. Click Add folder icon  to view the following pop up window.



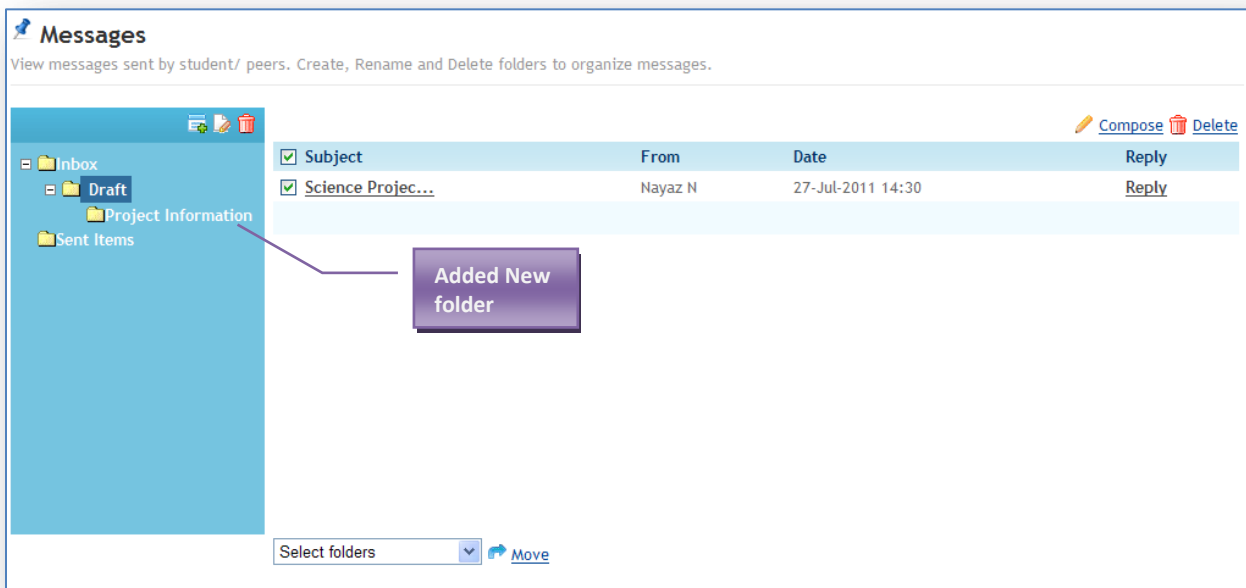
3. Type a name for the folder in the text box provided.

- Click **Save** button to add the folder to the folders list.



Folder added successfully will be displayed.


- Click **OK** to view the added folder in Messages screen.

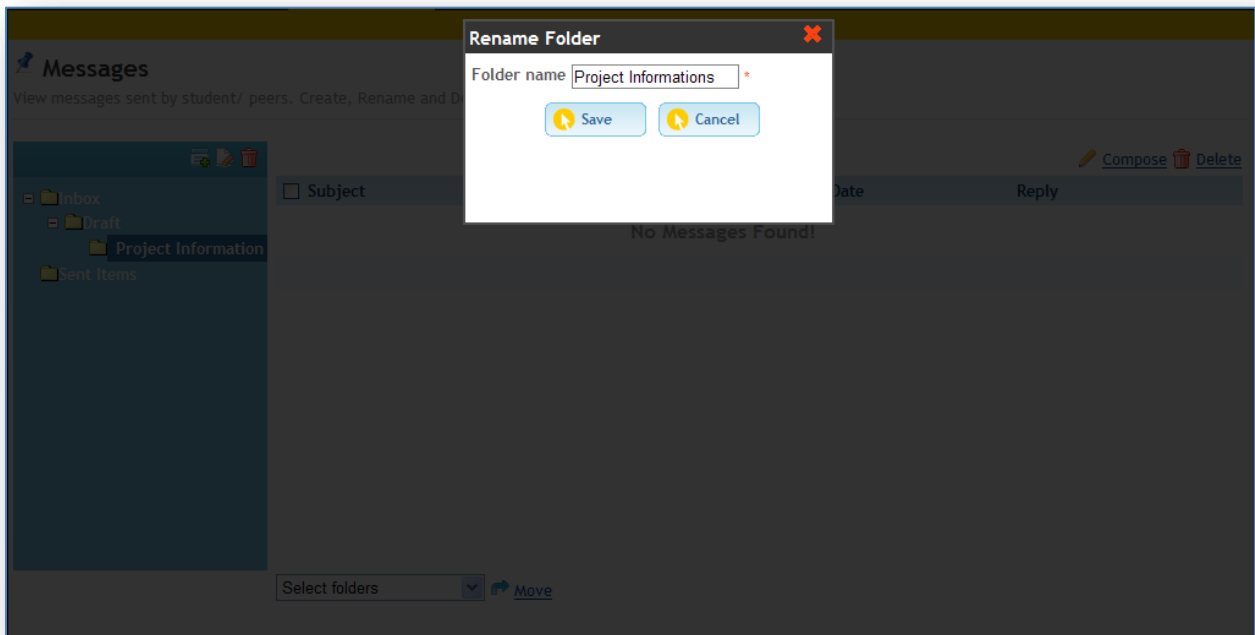


Rename Folder

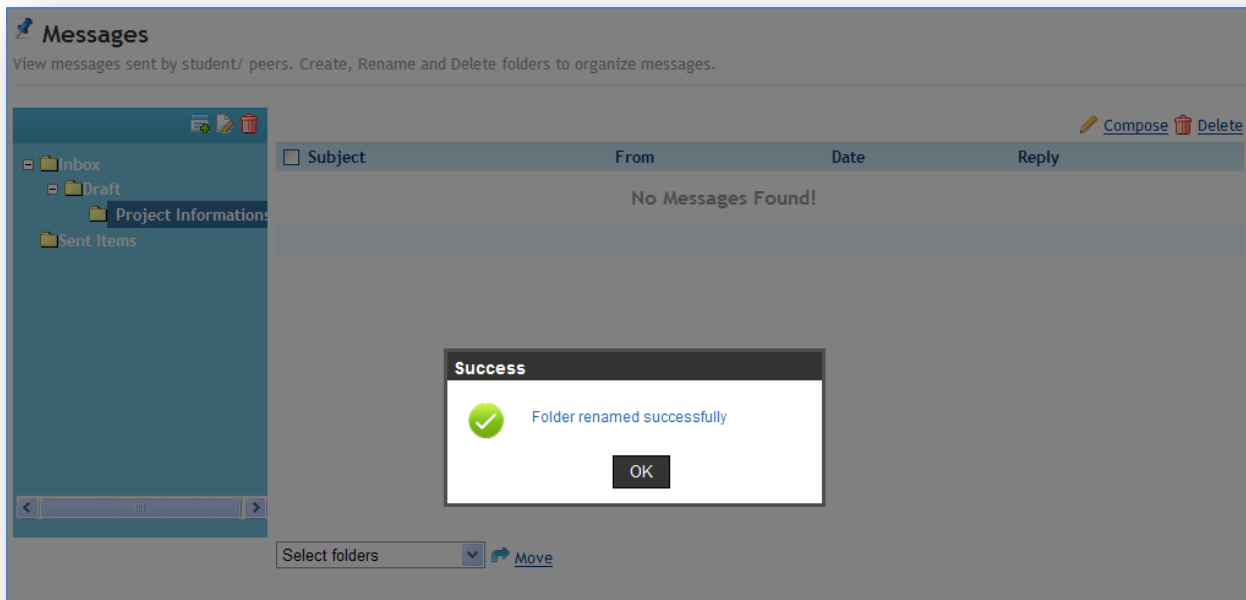
This section allows you to change the name of the added folder.

Follow the steps below to rename folder:

1. Select a folder to be renamed from the folder list.
2. Click Rename folder icon  to view a pop up window displaying the name of the folder.



3. Enter a name for the folder in the text box.
4. Click **Save**.




The selected folder will be renamed and a success message 'Folder renamed successfully' will be displayed.

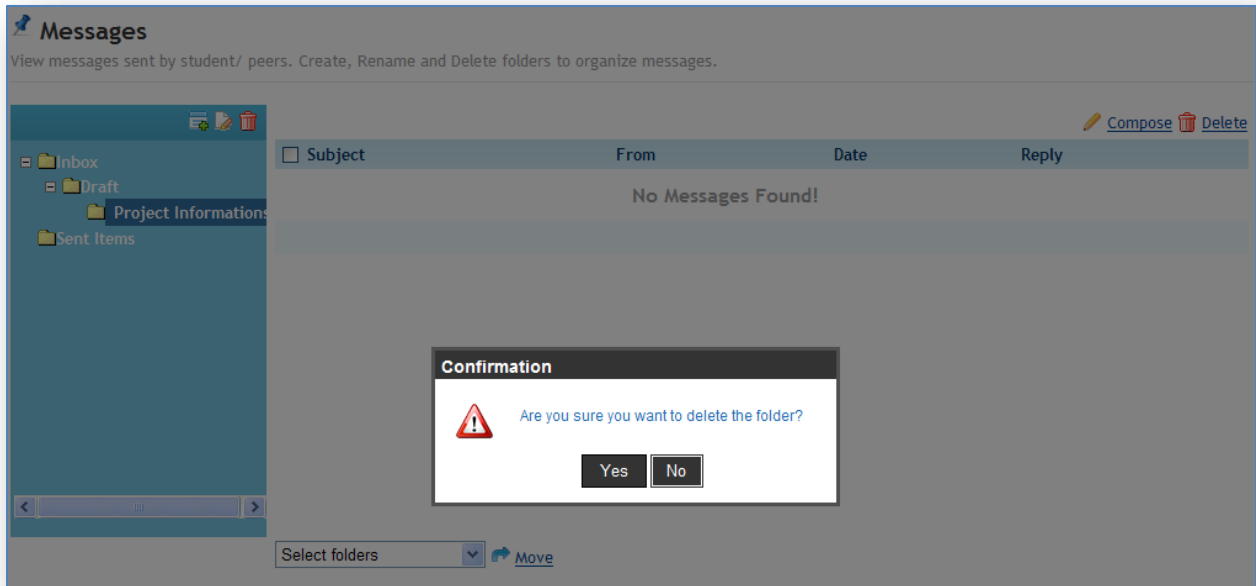
5. Click **OK** to return to Messages screen.

Delete Folder

This section allows you to delete folder.

Following are steps to delete folder:

1. Select a folder that you wish to delete and click Delete folder icon 



A confirmation message 'Are you sure you want to delete the folder?' will be displayed.

Note: If you choose a folder to select, then the main folder and the sub folders will also be deleted.

2. Click **Yes** to delete the selected folder.

6. Reports

Reports functionality allows you to view Scholastic and Co-scholastic reports of Submitted projects.

The screenshot shows the 'Teacher Dashboard' with a navigation bar containing 'Home', 'Projects', 'Messages', and 'Report'. The dashboard includes a profile section for 'Fiyaz Mohammed' and a table of 'Assigned Projects'.

Project Name	Start date	End date	No. of Teams
Rock and rol...	Submitted 21-Jul-2011	29-Jul-2011	3
Rubrics tagg...	15-Jul-2011	16-Jul-2011	3
Test 007	Submitted 14-Jul-2011	21-Jul-2011	1
Star Network	Submitted 12-Jul-2011	19-Jul-2011	1
Data Compres...	Submitted 12-Jul-2011	19-Jul-2011	2
Data Bind	Submitted 12-Jul-2011	19-Jul-2011	2
Operating Sy...	Submitted 12-Jul-2011	19-Jul-2011	3
Shoot at sit...	Submitted 11-Jul-2011	18-Jul-2011	1
Final proj	Submitted 11-Jul-2011	12-Jul-2011	3
Human Evolut...	Submitted 11-Jul-2011	18-Jul-2011	1
Rock and Rol...	Submitted 11-Jul-2011	18-Jul-2011	2
All the best	Submitted 10-Jul-2011	11-Jul-2011	2

Click **Reports** in the menu to view the following screen.

The screenshot shows the 'View Project Report' screen with a 'Monitoring' tab selected. It displays a table of assigned projects with columns for Project Name, Level, Class, Number of Teams, Number of Monitoring Teacher, and Status.

Project Name	Level	Class	Number of Teams	Number of Monitoring Teacher	Status
Adventures in space ...	Pre-Primary	1	1	1	✓
Agricultural Researc...	Pre-Primary	1	3	2	✓
Environment Pollutio...	Secondary	10	1	1	✗
Helathy Eating - P13...	Secondary	8	1	1	✗
Human Evolution -P5B...		9	1	1	✗
Organic Farming - P4...		9	1	1	✗

A callout box points to the 'Human Evolution -P5B...' row with the text: 'Click here to view detailed report'.

My Projects

My Projects will be selected by default. My Projects will display reports of teacher's assigned projects. You can view Project Name, Level, Class, Number of teams submitted the project, Number of Monitoring teacher and Submitted Status.

Follow the steps below to view Reports:

1. Click on a *Project Name* to view the report.

Project Report of Students
View the performance details of all students associated with the project

Project Name: Agricultural Research [Back](#)

Group name	Editor Copy	Scholastic(%)	Co-Scholastic(%)	Submitted Date
+ Team A	Editor Copy	93.75	76.00	23-Jul-2011
+ Team B	Editor Copy	87.50	68.75	23-Jul-2011
+ Team C	Editor Copy	68.75	89.29	25-Jul-2011

Click here to view individual report

The report will include; Group name, Editor copy, Scholastic percentage, Co-Scholastic percentage and Project Submitted date. You can view the Team's Report here.

2. To view individual student's report, click on the expand/ collapse button of team you wish to view.

Project Report of Students
View the performance details of all students associated with the project

Project Name: Agricultural Research [Back](#)

Group name	Editor Copy	Scholastic(%)	Co-Scholastic(%)	Submitted Date															
- Team A	Editor Copy	93.75	76.00	23-Jul-2011															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Student Name</th> <th>Role</th> <th>Submitted Copy</th> <th>Scholastic(%)</th> <th>Co-Scholastic(%)</th> </tr> </thead> <tbody> <tr> <td>Bsuhas</td> <td>Editor</td> <td>Submitted Copy</td> <td>62.50</td> <td>61.90</td> </tr> <tr> <td>Esuhas</td> <td>Journalist</td> <td>Submitted Copy</td> <td>75.00</td> <td>80.00</td> </tr> </tbody> </table>					Student Name	Role	Submitted Copy	Scholastic(%)	Co-Scholastic(%)	Bsuhas	Editor	Submitted Copy	62.50	61.90	Esuhas	Journalist	Submitted Copy	75.00	80.00
Student Name	Role	Submitted Copy	Scholastic(%)	Co-Scholastic(%)															
Bsuhas	Editor	Submitted Copy	62.50	61.90															
Esuhas	Journalist	Submitted Copy	75.00	80.00															
+ Team B	Editor Copy	87.50	68.75	23-Jul-2011															
+ Team C	Editor Copy	68.75	89.29	25-Jul-2011															

You can view Student Name, Role, and Scholastic/ Co-Scholastic percentage.

3. Click *Editor Copy*.

Project Report of Students
View the performance details of all students associated with the project

Project Name: Agricultural Research ← Back

Group name	Editor Copy	Scholastic(%)	Co-Scholastic(%)	Submitted Date
Team A	Editor Copy	93.75	76.00	23-Jul-2011
Student Name	Role	Submitted Copy	Scholastic(%)	Co-Scholastic(%)
Bsuhas	Editor	Submitted Copy	62.50	61.90
Esuhas	Journalist	Submitted Copy	75.00	80.00
Team B	Editor Copy			23-Jul-2011
Team C	Editor Copy			25-Jul-2011

File Download

Do you want to open or save this file?

Name: Preview.Pdf
Type: Adobe Acrobat Document, 70.1KB
From: 192.168.5.192

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

You can Open/ Save the pdf file format of the editor copy.

4. Click **Cancel** to return.

Project Report of Students
View the performance details of all students associated with the project

Project Name: Agricultural Research ← Back

Group name	Editor Copy	Scholastic(%)	Co-Scholastic(%)	Submitted Date
Team A	Editor Copy	93.75	76.00	23-Jul-2011
Student Name	Role	Submitted Copy	Scholastic(%)	Co-Scholastic(%)
Bsuhas	Editor	Submitted Copy	62.50	61.90
Esuhas	Journalist	Submitted Copy	75.00	80.00
Team B	Editor Copy	87.50	68.75	23-Jul-2011
Team C	Editor Copy	68.75	89.29	25-Jul-2011

Click here to view Scholastic report

5. Click on the *Scholastic* numerical value to view detailed *Scholastic* report.

Observation and Remarks

Project Name: Agricultural Research

Observations for Team A

Category	Observation	Teacher Name	Rating	Score(%)
Subject Evaluation Rubric	Knowledge Gained	Asuhas	Accomplished All students in the group can accurately answer most questions related to the articles written.	18.75
Subject Evaluation Rubric	Knowledge Gained	zsuhas	Exemplary All students in the group can accurately answer all questions related to the articles written	25
Subject Evaluation Rubric	Procedure followed	Asuhas	Exemplary All students in the group can accurately answer all questions related to the processes used for creating the project.	25
Subject Evaluation Rubric	Procedure followed	zsuhas	Exemplary All students in the group can accurately answer all questions related to the processes used for creating the project.	25

Scholastic report will include *Category, Observation, Teacher Name, Rating* and *Score* in percentage.

6. Click on Close icon to return.

Project Report of Students

View the performance details of all students associated with the project

Project Name: Agricultural Research ← Back

Group name	Editor Copy	Scholastic(%)	Co-Scholastic(%)	Submitted Date
Team A	Editor Copy	93.75	76.00	23-Jul-2011
Student Name	Role	Submitted Copy	Scholastic(%)	Co-Scholastic(%)
Bsuhas	Editor	Submitted Copy	62.50	61.90
Esuhas	Journalist	Submitted Copy	75.00	80.00
Team B	Editor Copy	87.50	68.75	23-Jul-2011
Team C	Editor Copy	68.75	89.29	25-Jul-2011

7. Click on the *Co-Scholastic* numerical value to view detailed *Co-Scholastic* report.

Project Name: Agricultural Research

Observations for Team A

Category	Observation	Teacher Name	Rating	Score(%)
Group Project Rubric	Project Content	Asuhas	Beginning Very few portion(s) of the content is accurate, appropriate to the theme, and appear(s) to have been well researched	1
Group Project Rubric	Project layout consistenc...	Asuhas	Developing Some pages use similar font styles and have a slightly consistent look. Articles somewhat easy to read	2
Group Project Rubric	Project parts	Asuhas	Developing Some pages are titled with the page name number. Incomplete table of contents appears on front page	2
Group Project Rubric	Page contents	Asuhas	Developing One or two pages missing content.	2
Group Project Rubric	Page file submission	Asuhas	Beginning Submitted no page files with proper names	1
Group Project Rubric	Articles	Asuhas	Accomplished The articles contain facts, figures, and/or choice of words that make them interesting.	3
Group Project Rubric	Quality of Information	Asuhas	Exemplary Supporting details specific to the project.	4
Group Project Rubric	Artwork	Asuhas	Exemplary Project contains relevant	4

Co-Scholastic report will include *Category, Observation, Teacher Name, Rating* and *Score* in percentage.

8. Click on Close icon to return.

Project Report of Students
View the performance details of all students associated with the project

Project Name: Agricultural Research ◀ Back

Group name	Editor Copy	Scholastic(%)	Co-Scholastic(%)	Submitted Date
Team A	Editor Copy	93.75	76.00	23-Jul-2011
Student Name	Role	Submitted Copy	Scholastic(%)	Co-Scholastic(%)
Bsuhas	Editor	Submitted Copy	62.50	61.90
Esuhas	Journalist	Submitted Copy	75.00	80.00
Team B	Editor Copy	87.50	68.75	23-Jul-2011
Team C	Editor Copy	68.75	89.29	25-Jul-2011

9. Click *Back* to return to **Reports** screen.

View Project Report
View the details of assigned projects

My Projects **Monitoring**

Assigned Projects

Project Name	Level	Class	Number of Teams	Number of Monitoring Teacher	Status
Adventures in space ...	Pre-Primary	1	1	1	✓
Agricultural Researc...	Pre-Primary	1	3	2	✓
Environment Pollutio...	Secondary	10	1	1	✗
Helathy Eating - P13...	Secondary	8	1	1	✗
Human Evolution -P3B...	Secondary	9	1	1	✗
Organic Farming - P4...	Secondary	9	1	1	✗

Monitoring Project Report

If you are Monitoring Teacher, then the monitored project reports will be displayed in Monitoring section.

Follow the steps below to view monitoring report:

1. Click **Reports** in menu to view the following screen.

View Project Report
View the details of assigned projects

My Projects | **Monitoring**

Assigned Projects

Project Name	Level	Class	Number of Teams	Number of Monitoring Teacher	Status
Adventures in space ...	Pre-Primary	1	1	1	✓
Agricultural Researc...	Pre-Primary	1	3	2	✓
Environment Pollutio...	Secondary	10	1	1	✗
Helathy Eating - P13...	Secondary	8	1	1	✗
Human Evolution -P3B...	Secondary	9	1	1	✗
Organic Farming - P4...	Secondary	9	1	1	✗

My Projects will be selected by default.

2. Click Monitoring.

View Project Report
View the details of assigned projects

My Projects | **Monitoring**

Assigned Projects

Project Name	Level	Class	Number of Teams	Number of Monitoring Teacher	Status
Adventures in space ...	Pre-Primary	1	1	1	✓
Agricultural Researc...	Pre-Primary	1	3	2	✓
Environment Pollutio...	Secondary	10	1	1	✗
Helathy Eating - P13...	Secondary	8	1	1	✗
Human Evolution -P3B...	Secondary	9	1	1	✗
Organic Farming - P4...	Secondary	9	1	1	✗

Click here to view detailed report

You can view Project Name, Level, Class, Number of teams submitted the project, Number of Monitoring teacher and Submitted Status.

3. Click on Project name to view detailed report.

Project Report of Students
View the performance details of all students associated with the project

Project Name: Agricultural Research [← Back](#)

Group name	Editor Copy	Scholastic(%)	Co-Scholastic(%)	Submitted Date
Team A	Editor Copy	87.50	73.86	23-Jul-2011
Team B	Editor Copy	75.00	69.44	23-Jul-2011
Team C	Editor Copy	75.00	90.00	25-Jul-2011

Note: A callout box points to the expand icon for Team A with the text: "Click here to view individual report"

The report will include; Group name, Editor copy, Scholastic percentage, Co-Scholastic percentage and Project Submitted date. You can view the Team’s Report here.

- To view individual student’s report, click on the expand/ collapse button of team you wish to view.

Project Report of Students
View the performance details of all students associated with the project

Project Name: Agricultural Research [← Back](#)

Group name	Editor Copy	Scholastic(%)	Co-Scholastic(%)	Submitted Date
Team A	Editor Copy	87.50	73.86	23-Jul-2011
Student Name	Role	Submitted Copy	Scholastic(%)	Co-Scholastic(%)
Bsuhas	Editor	Submitted Copy	37.50	62.50
Esuhas	Journalist	Submitted Copy	62.50	77.08
Team B	Editor Copy	75.00	69.44	23-Jul-2011
Team C	Editor Copy	75.00	90.00	25-Jul-2011

You can view Student Name, Role, and Scholastic/ Co-Scholastic percentage.

Please refer the previous section to view Editor’s copy, Scholastic and Co-Scholastic reports

7. Sign out

Sign out link is provided in the Welcome banner and is available throughout the application.

The screenshot shows the Project Maker Teacher Dashboard. At the top right, it displays 'Days Left : 33' and 'Welcome Fiyaz Mohammed [Sign out]'. A purple callout box points to the 'Sign out' link with the text 'Click here to Exit the application'. The dashboard includes sections for 'My profile', 'Assigned Projects', and 'Messages'.

Project Name	Start date	End date	No. of Teams
Rock and rol...	Submitted 21-Jul-2011	29-Jul-2011	3
Rubrics tagg...	Submitted 15-Jul-2011	16-Jul-2011	3
Test 007	Submitted 14-Jul-2011	21-Jul-2011	1
Star Network	Submitted 12-Jul-2011	19-Jul-2011	1
Data Compres...	Submitted 12-Jul-2011	19-Jul-2011	2
Data Bind	Submitted 12-Jul-2011	19-Jul-2011	2
Operating Sy...	Submitted 12-Jul-2011	19-Jul-2011	3
Shoot at sit...	Submitted 11-Jul-2011	18-Jul-2011	1
Final proj	Submitted 11-Jul-2011	12-Jul-2011	3
Human Evolut...	Submitted 11-Jul-2011	18-Jul-2011	1
Rock and Rol...	Submitted 11-Jul-2011	18-Jul-2011	2
All the best	Submitted 10-Jul-2011	11-Jul-2011	2

Click on Sign out link to exit the application.

Note: You can exit the application whenever required, but we advise you to Save any updates that you have made.