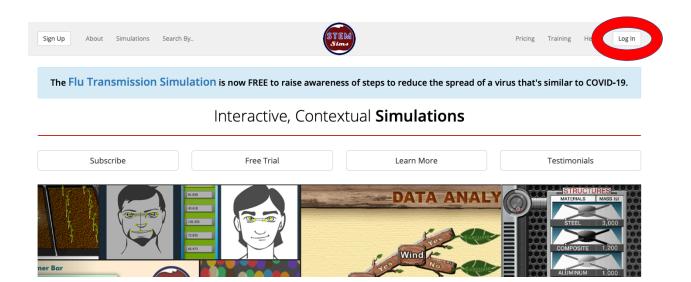
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STEM Sims Student Tracking Instructions

Welcome to STEM Sims! The following directions are for using the Student Tracking feature of STEM Sims.

A. General Teacher Account Information

Please note: STEM Sims with Student Tracking consists of multiple accounts: 1) Your teacher account, 2) a generic student login account that *all* students use to sign into STEM Sims, and 3) personal individual student accounts that provides access for each student to enter and submit work.

1) Teacher Account Access

We provided you with a Teacher Account username and password. Please change this password immediately and keep this password and username secure from others.



2) Generic Student Account Access

We provided you with a Generic Student Account username and password. This generic login is used by all students. The password does *not* need to be changed; however, you can change the password if you desire.



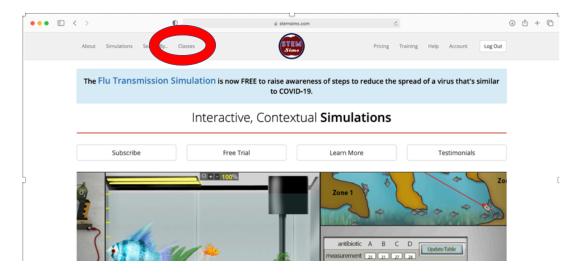
3) Individual Student Account Access

The Individual Student Accounts are created when you first create a Class name (Section B) and then add Students to a given class list (Section C). The students will select their name from a class list and when they first sign in to STEM Sims, each student will be asked to create a private password. If your students forget their password, you can allow them to reset their password from the Teacher Account dashboard.



B. Creating a New Class

1) To create a New Class, select the Classes tab on the STEM Sims homepage.



2) Select the "Create Class" button



3) Enter the name of your Class, select the Year and Academic semester. Then click the "Create" button.



4) The Class Name can be changed at any time using the Edit button on the Active Student Classes page.

C. Entering Student Names into a Class

1) First open a Class from the Active Student Classes page by selecting the View tab.

Active Student Classes



2) Enter the Student Name and then select the Add Student button to continue.

Period 1 Spring Class



- 3) Continue adding all students in a given Class.
- 4) When done, select the Return to Class button.

D. Viewing Student Records

You can view the following in the Student Records section: A Student's Assessment Results, Lesson Question Answers, and/or the Entire Laboratory Report with Lesson Questions.

1) To view a given Student's Records, first choose the Student's Class by selecting the View tab on the Active Student Classes page.

Active Student Classes



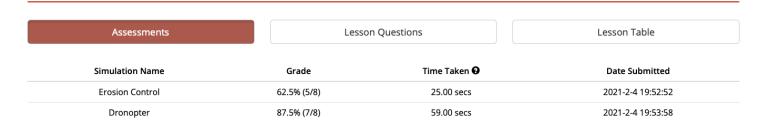
2) Next, select the Records tab for the student work you would like to review.

Period 1 Spring Class



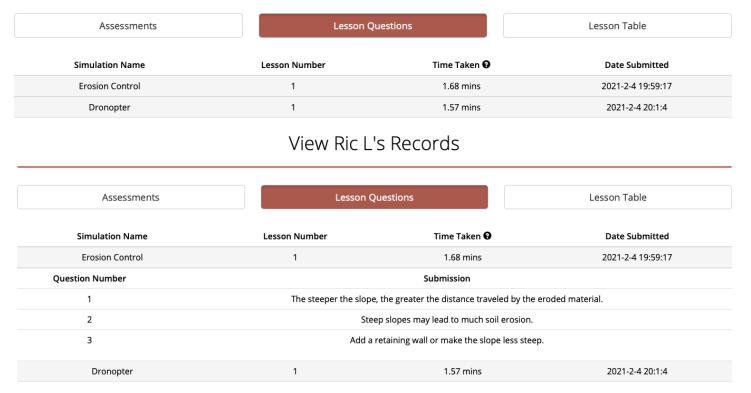
3) Ric L.'s Records opens to his Assessment Results. In this case, he has completed two Assessments, one on Erosion Control, and another one on Dronopter.

View Ric L's Records



4) Selecting the Lesson Questions button at the top of the page moves you to his responses to the Lesson Questions. By selecting the Lesson Name, his responses to the Lesson Questions may be viewed.

View Ric L's Records



5) Selecting the Lesson Table button at the top of the page moves to his responses to the full laboratory, including his data and calculations. His entire laboratory work can be viewed by selecting the View Submission tab for a given lesson.

View Ric L's Records



E. Editing, Moving, or Permanently Removing a Student from a Class

i) Editing a Student Name

You can change the name of a student at any time by completing the following steps.

- 1) Select the student's class from the Active Student Classes Page.
- 2) For the given student, select the Edit tab at the right side of the page.
- 3) Enter the correction/modification to the student's name and then select the Edit button.

Period 1 Spring Class



ii) Moving a Student to a Different Class

You can move a student from one class to another or move the student to an Inactive Students class.

- 1) Select the student's class from the Active Student Classes Page.
- 2) For the given student, select the Move tab from the right side of the screen.
- 3) Select the Destination menu and choose the class you want to move the student.

Period 1 Spring Class



iii) Permanently Removing a Student from the Class

Important note: This action will *permanently delete* this student and *all records* from the class. *This action cannot be undone!* If you want to save this student's information in case the student returns at a later date, create a new class (called Inactive) and move the student to this class. Complete the following steps to *permanently* remove a Student from a Class.

- 1) Select the student's class from the Student Classes Page.
- 2) For the given student, select the Remove tab at the right side of the page.
- 3) Check that the proper student's name is listed and then select the Remove button.

Period 1 Spring Class



F. Resetting an Individual Student's Account Password

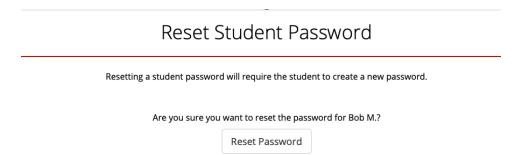
To allow a student who forgot her/his password to reset the password, complete the following steps.

- 1) Select the student's class from the Active Student Classes Page.
- 2) For the given student, select the Reset Password tab at the right side of the page.

Period 2 Class



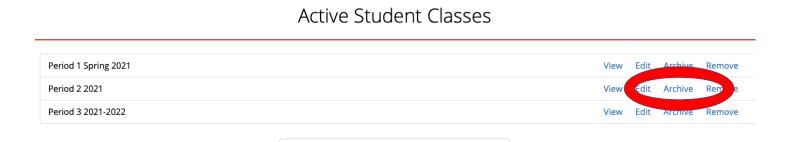
3) Check that the proper student's name is listed and then select the Reset Password button. The next time the student tries to login to STEM Sims, the student will be prompted to create a new password.



G) Archiving a Class

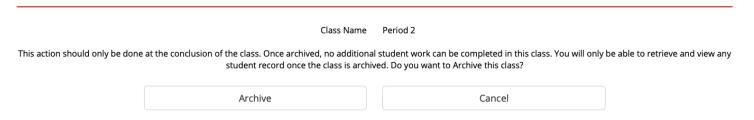
You can archive a Class and all student records for a given Class. This action should only be done at the conclusion of an academic class. An archived class's students *cannot* complete and/or submit any work, but their data and records will be saved for later viewing. *NOTE: This action cannot be undone.*

1) To Archive a class, select the Archive tab from the Active Student Classes page.



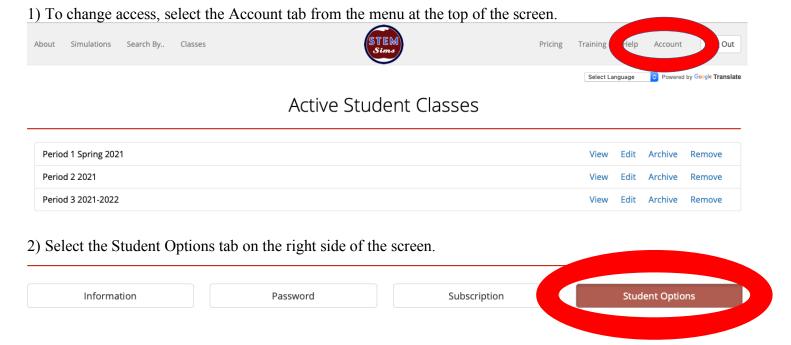
2) Make sure to carefully read the warning and select the Archive button *only at the conclusion* of an academic class.

Archive Class Period 2

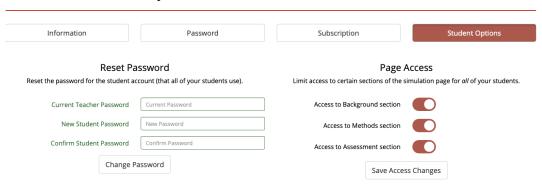


H) Modifying Background, Methods, or Assessment Access

You can change the access to various parts of STEM Sims for all of your classes. Since some teachers want to use STEM Sims as a pure inquiry experience, the Methods tab that provides directions for conducting the simulation may be disabled. The Background and Assessment tabs may also be disabled either individually or collectively.



3) Toggle any of the Page Access buttons on the right side of the screen to modify access to any of the three sections: Background, Methods, or Assessment. This action can be changed at any time. NOTE: All of your classes will have the same access that you selected.



I) Translating STEM Sims into Other Languages

STEM Sims may be translated into more than 100 different languages.

1) Select the Google Translate® drop-down menu from the upper right-hand corner of the screen to select the desired language.



J) Using the "Planning and Carrying Out Investigations" Feature

An optional feature of STEM Sims is the ability of having students complete a pre-lab section on how they would plan and carry out their investigation. This feature also has the students predict their results. To access this feature, open the Challenge page. Select the "Planning and Carrying Out Investigations link from the middle of the page.



Once here, students should read each question enter their answers in the box provided. When complete, students should select the Submit button at the bottom of the page.

redict	
Vhat do you think will be the outcome of your investigation?	
Vhy do you think this will be the outcome of your investigation?	
Submit	

To review student responses, select the Class tab and go to the students' specific class and view their records.

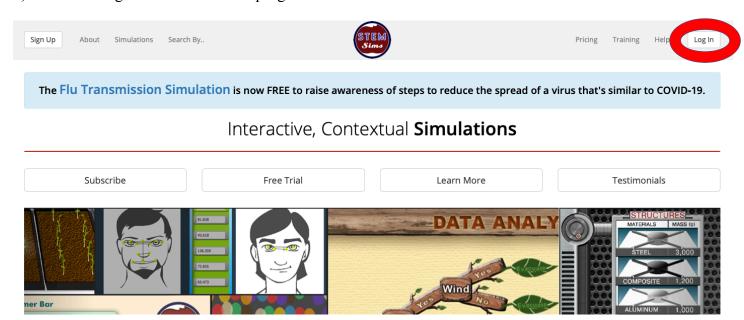


STEM Sims Student Use Instructions

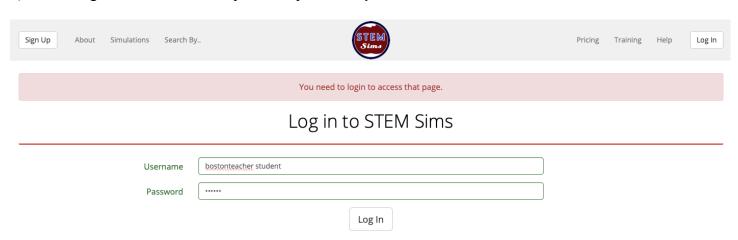
K. Generic Student Account Login Instructions

All students will sign into their STEM Sims accounts by completing the following steps.

1) Select the Login button from the top right-hand side of the screen.



2) Enter the generic username and password provided by the teacher.

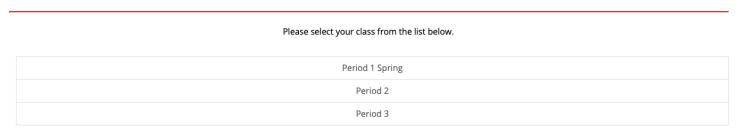


3) Select the Log in button.

L. Individual Student Account Login Instructions

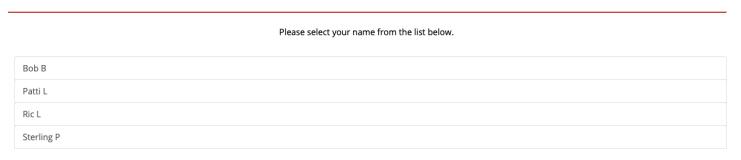
1) Once they login using the generic account credentials, students will select their class from the Select a Class list.

Select a Class



2) Next, students will select their names from the Class list.

Select a Student



3) The first time students enter STEM Sims, they will be asked to create passwords that *only they know* and use for accessing their *individual* accounts. Once the student enters the password correctly twice, select the Create button to continue.

Create Password for Sterling P



4) Once they select or enter their password after the initial sign in, the student will use this password to submit all work to the teacher. For information on resetting passwords that students forget, please refer to Section F of this guide.



5) Once individually logged in, students can submit their Assessments and Laboratory data and Lesson Question answers completed online to their teacher by selecting the Submit button at the end of the documents.

