

TeacherPrep Guide

The Basic PrimaryAccess Flow

The basic process for using PrimaryAccess in the classroom is for the teacher to create an assignment, and then assign it to a class of students. Each student will get their own link to the assignment and be able to save and load their work individually. The PrimaryAccess **TeacherPrep** tool is designed to create these assignments that you can assign to your students and monitor their progress.

You can find the TeacherPrep tool here

<https://agileteacher.org/pa/prep.htm>

Screencast of how to use TeacherPrep (8 mins)

<https://youtu.be/omky9hT2Ess>

There are two tabs in the **TeacherPrep** tool. One for creating assignments, and the other for managing classes and assigning those assignments to the individual students

- An assignment is a collection of images, along with a prompt telling students what to do. The **Assignments** tab has options to create new assignments, save and load assignments, and add images to assignments.
- A class is a list of students with assignments assigned to them. The **Classes** tab has options to create *classes*, add students to them, assign assignments to them, and monitor their progress.

When you first start **TeacherPrep**, you'll be asked to type your email address and password to log in. If this is the first time you have logged in, a new account will be created for you. This will load whatever assignments you have already created and make them available to be assigned



to students. The last assignment and class you've been working on will also be loaded. If you hit the *Cancel* button, you can see a demo class with a sample assignment.

Assignments

There are four parts that make up an assignment:

- The **Title** box is the same as what the student will see at the top of the PrimaryAccess script screen, and they can change this if they want.
- The **Script** box is the same as what the students write in their script screen. Students will of course write their own scripts, but you can use this area as a prompt to them.
- The **NCSS era** should be set as appropriate, so that other teachers can search on it for use in their own classes.
- The **Allow new pics** checkbox determines whether or not students can add their own pictures to their projects.

When you first open the TeacherPrep, there is no assignment yet, so the various fields are blank, and there are no pictures. You can create a new assignment from scratch, load an assignment you have previously made, or load an assignment another teacher has made. However you start, the following options are available to develop your assignment:

Adding pictures

The **Add** button beside the **Pictures** label will allow you to add new pictures to the assignment. There you can add a *title*, *description*, *link* for further information and the *url* of the image to use.

- The **Title** box is the title of the picture. (**required*)
- The **Picture url** box is the full url (i.e. the http:// part too!) of the image you want to use. It need to be a direct link to JPEG, GIF, or PNG file, not the web page the image sits in! (**required*)
- The **Description** box is what the students will see when they click on an image in their bin and should provide some context for them.
- The **Link to website** box will provide a link to a website that can provide more in depth context for the image.
- The **NCSS era** should be set as appropriate, so that other teachers can search on it for use in their own classes.

When filled out, click on the green **Add** button to add it to the list of pictures available to the student. When you return to the **Assignments** tab, by clicking the **Done** button, any pictures you have added will be shown in the main assignment panel.

A **Picture finder** appears below the line and makes it easy to find pictures in a number of online collections including:

- **Library of Congress**
- **National Archives**
- **WikiMedia**
- **Flickr** (pull images directly from your Flickr account)

Type a search term in the **Search for** box, and any images that match are displayed below. Clicking on that image will add that information to the boxes above. When searching the primaryAccess images. You can also limit the results to the NCSS era. Putting nothing in the Search for box will bring up all images for that era.

To add this image, click on the green **Add** button to add it to the list of pictures available to the student. When you return to the **Assignments** tab, by clicking the **Done** button, any pictures you have added will be shown.

You can also get pictures found in other PrimaryAccess projects. Instead of typing a word in the **Search for** box, type the project number of the project, preceded by a # and all of the images from that project will appear. For example **#29** would show all the pictures from the Japanese Internment project.

Removing pictures

Dragging a picture all the way to the left will remove it. There is also a button to remove in a dialog that pops up when you click on a picture.

Saving an assignment

Selecting the **Save** option in the **Assignment options** pulldown menu will save the project as a template for students to use under the title name you set.

Loading an assignment

Selecting the *Load* option in the **Assignment options** pulldown menu will bring up a dialog box for you to type your email to load any assignments you have already saved.

Finding other teacher's assignments

You can search the assignments that other teachers have created and use them as the basis for your own by searching in the **Find other teacher's assignments** section. Type in the search terms and any assignments other teachers have made will appear in the box below. The *title*, *script* and *image information* are searched.

Clicking on a result will show the assignment in a popup window. If you want to use this one as your own, click on the green **Add this assignment button**, and it will be loaded, and can be saved as your own by selecting the **Save** option in the **Assignment options** pulldown menu.

Assigning the project to students

Give the students a link to your project by adding the project number to the url. If your project number was 136, give the following link to your students:

https://agileteacher.org/pa/?*136

Classes

[THIS TAB IS NOT IMPLEMENTED YET...]

When you first open the **TeacherPrep**, there are no classes yet, the various fields are blank. You can create a new class from scratch, or load a class you have previously made. However you start, the following options are available to develop your assignment.

Creating a new class

Click on the *New* option the **Class options** menu and any current class information will be erased. You can then set the *Class name* and add students to the class

Adding a student to the class

Selecting the green **Add student(s) to class** button at the bottom of the screen will bring up a dialog box to add a student. Set the name and email fields, and if you have an assignment you want to add, select it from the *Assignment* pulldown. Clicking on the **OK** button will add that student, and they will show up in the list.

Adding multiple student to the class

Selecting the green **Add student(s) to class** button at the bottom of the screen will bring up a dialog box to add students. If you have an assignment you want to add, select it. Type or paste a list of students into the name box. Each name can be separated by lines, tabs or commas. Clicking on the **OK** button will add each of those students to the class.

You can also copy a column from a spreadsheet (make sure it's just one!) or almost any other list of names online.

Assigning assignments to students

Selecting an assignment from the *Assignment* pulldown will assign that assignment to all the students. You can change any individual student's assignment by editing it.

Editing a student

Select the **Edit** icon of the student you want to edit and change any of the fields. To remove a student from the class, erase their name completely.

Viewing a student's project

Select the green **View** icon of the student you want to view. Their project will appear on the screen and you can view it, edit it, or add a comment via the **TeacherChat** option.

WARNING: Be careful to not do this when the student is also editing, or you will overwrite any changes they are making!

Saving a class

Selecting the *Save* option in the **Class options** pulldown menu will bring up a dialog box for you to type your email and a password to save the assignment. If you are saving an assignment you have already saved before, a radio box will ask if you want to save your changes to that file, or you can opt to save to a new file (the equivalent of a Microsoft Word Save As...).

Loading a class

Selecting the *Load* option in the **Class options** pulldown menu will bring up a dialog box for you to type your email to load any classes you have already saved.

TeacherChat

[THIS IS NOT IMPLEMENTED YET

You can send messages back and forth between you and your students. To access the messages, click on the **View** icon on the student's row in the class listing.. Their project will appear in a popup dialog. Selecting the **Chat** option in the **Picture options** pulldown menu will bring up a draggable chat dialog that keeps a record of the back and forth between you and the student. The teacher's comments appear on the left in gray and the student comments appear on the right in green.

To add another comment, type in the box below and hit Enter. When you save the project, that comment will be available to the student, and any new comments they have made will be available when you refresh reload their project,

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