



TEACHER TOOLS TUTORIAL

TEACHER TOOLS

Disney's Planet Challenge digital portfolio application not only allows you to create and submit a digital portfolio, it enables you to complete the remaining information for your Project and submit it digitally as well.

In addition to your portfolio, you are responsible for submitting your Cover Sheet, Teacher Reflection, and Student Reflections. Your role as the teacher is to compile this information along with the portfolio, enter it into the application in the appropriate places, and submit it to the judges for evaluation. DPC portfolios are evaluated primarily on content created by your students so be sure to encourage their involvement as your class builds its portfolio.

This document will take you through all the administrative tasks required to register, complete, and submit your digital portfolio. We have organized the Teacher Tools in the order we think works best. However, you are free to complete your portfolio in any order you would like.

This tutorial will guide you through all the basic steps of the Teacher Tools administrative tasks. We've also included **TIPS** throughout that will help you use the Tools more efficiently.

IMPORTANT: Regardless of which type of portfolio you choose to submit (hard copy or digital), you must first register for Disney's Planet Challenge. Online registration is the only way to participate in Disney's Planet Challenge.



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REGISTER/LOG IN

REGISTERING

In order to begin your digital portfolio, you must register your class to participate in the Disney Planet Challenge program. To register, click the “Go!” button on the Enroll/Sign in area on any page of the Disney Planet Challenge website:

<http://disney.go.com/planetchallenge>.



Fig. 1

The registration screens will ask you for various pieces of information about your district, school, and class. The Registration Information Checklist is below. Collecting this information ahead of time will help the registration process go more smoothly.

To register for Disney's Planet Challenge, you will need:

- Your teacher information, including:
 - Name
 - Email
 - Phone number and extension (if applicable)
- Your school's information, including:
 - Full school name
 - Full school address
 - Full school county name
 - Full school district name
 - School phone number
 - Principal's Name
 - School year rotation
- Class information, including:
 - Grade level
 - Number of students participating (40 max)
- Computer Capabilities (optional):
 - Operating system
 - Internet speed
- Type of portfolio you plan to submit:
 - Hard copy
 - Digital
- How you heard about the Disney Planet Challenge program. Choices include:
 - DonorsChoose
 - School District
 - Newsletter
 - Conference
 - Federal Agency
 - Education Agency
 - State Agency
 - District Administration
 - National Science Teachers Association
 - Building a Presence
 - NSTA Reports
 - Other

When you are ready to register, simply click on the “Register” button at the bottom right of the screen to begin.

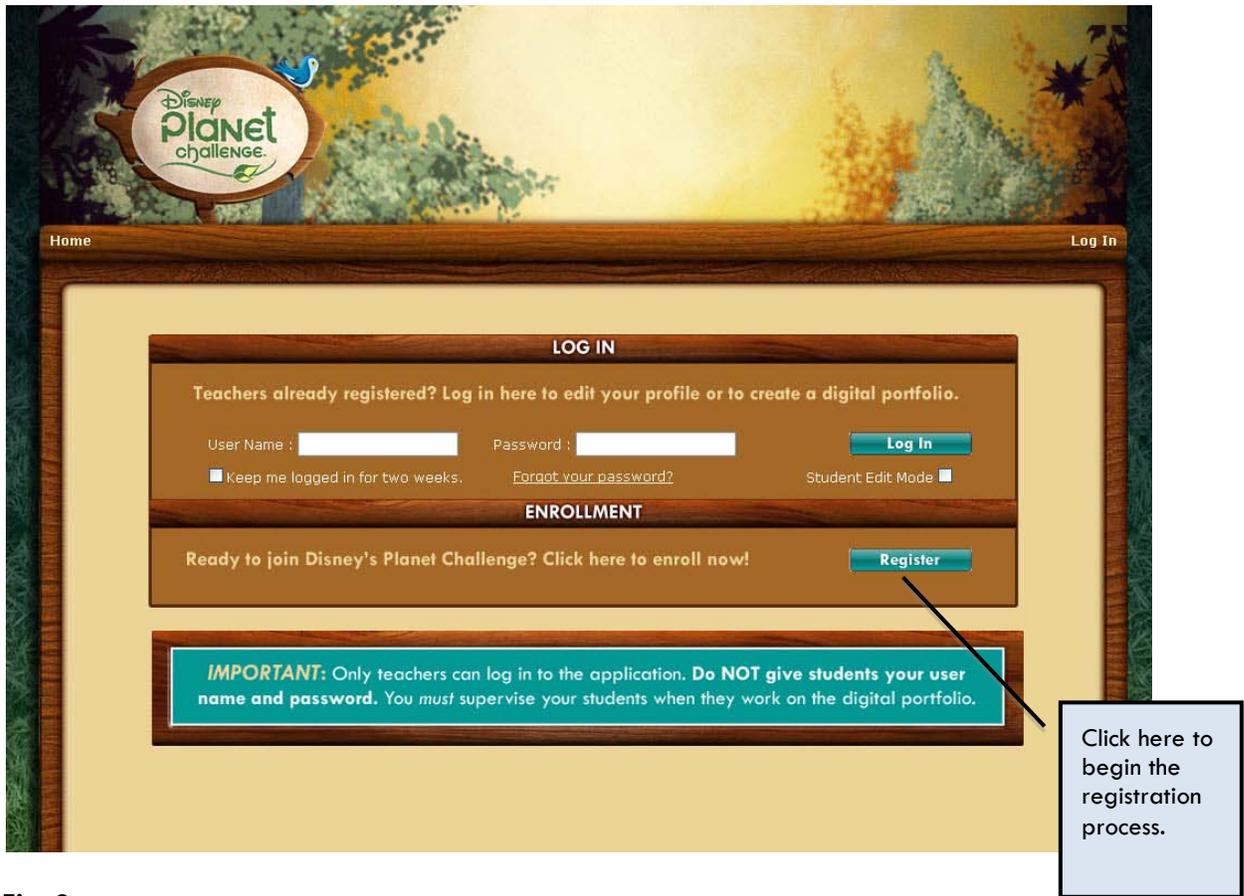


Fig. 2

After you click the “Register” button, you will be led through a series of registration screens like the one in Figure 3.

Home Log In

entry form

Enrollment for the 2009-2010 program year of Disney's Planet Challenge will close December 18, 2009. All entries after this date will be rolled into the 2010-2011 program year. Thank you for being a part of the team!

SCHOOL INFORMATION * Required Fields

School Name * (Please use full school name. Example: Henry E Huntington Memorial Middle School.)

Address * (Please use full address. Example: 1700 Huntington Drive, San Marino, CA 91108.)

City * Zip Code (e.g. 90034)* State *

County * (Please use full county name. Example: Los Angeles County.)

School District * (Please use full district name. Example: San Marino Unified School District.)

School Phone # (e.g. xxx-xxx-xxxx)*

Principal's Name *

SCHOOL YEAR ROTATION

What type of school year rotation does your school use?

Traditional school year Year Round school year

Click here to go back to the previous screen.

Click here to go to the next screen.

Fig. 3

When you are completing your registration, you may use the “Continue” and “Back” buttons to navigate among the pages without losing any of the information you have entered. Do not use the “back” or “forward” arrows on your browser as you may lose your work.

Once you complete the registration process, you will receive an enrollment confirmation email with your username and password, similar to the one below.

Thank you for your application! You are now registered in the 2009-2010 Disney Planet Challenge. To find out more about how to plan and create your class project, check out and explore www.disney.go.com/planetchallenge.

Remember, you have the option to create an online digital portfolio or a hard copy portfolio. Please click here <http://www.disney.go.com/planetchallenge/index.html?tab=3> for more information on both.

If you choose to create an online digital portfolio, please use the following information to log into your account at www.dpcproject.com. Also, if you need to change any of your contact information, student count or anything please do so by logging into your account.

- Grade :4th
- Teacher User Name: **MMouse**
- Teacher Password: n644qzgT

Good luck and have fun with the project!

The Disney Planet Challenge Team

Have questions? Check out our in depth question and answer section here http://disney.go.com/planetchallenge/Q_A.html

TIP: If you have registered and did not receive a confirmation email in your email Inbox from us, please check your Junk Mail folder. To ensure that you receive emails from us regarding your registration, make sure you add no-reply@dpcproject.com to your email's SafeSenders list.

LOGGING IN

You must log in every time you work on your digital portfolio.

Teacher Log In

Follow the link provided in the email to return to the home page. Enter the user name and password you received in the email in the spaces provided.

If you forget your password, click the “Forgot your password?” link and you will be prompted to enter your email and class grade. You will then receive an email with a new password.

Check the “Keep me logged in for two weeks” box to keep your information in the username field for two weeks at a time. You will still have to enter in your password.

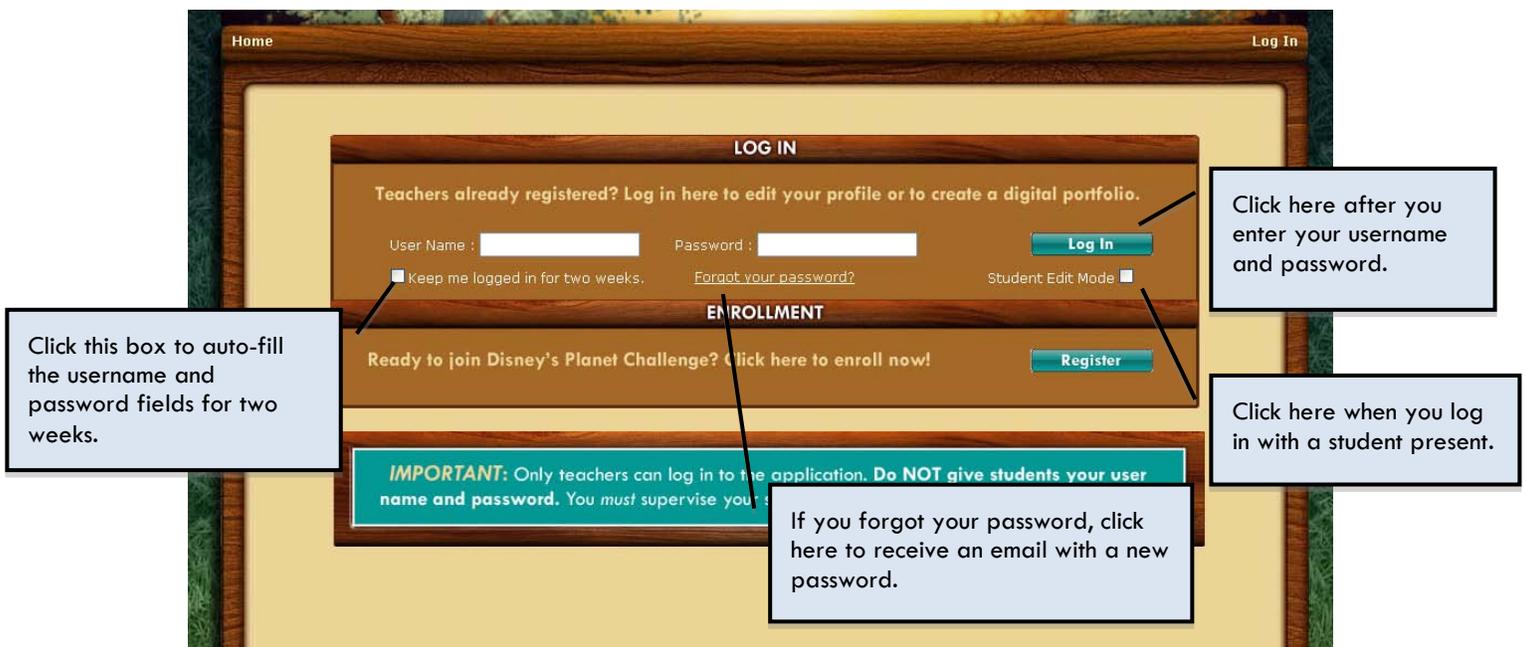


Fig. 4

Teacher/Student Log In

If you are logging in with a student present, we strongly recommend that you check the “Student Edit Mode” box. This will bypass the Teacher Tools page and take you straight to your portfolio in progress.

TIP: Write down your username and password in a safe place so you do not lose them.

IMPORTANT: Only teachers can log in to the application. Do NOT give students your user name and password. You *must* supervise your students when they work on the digital portfolio.

If you are having trouble with the registration process, please contact the DPC team at 1-877-235-1399 or send us an email at

http://disney.go.com/planet_challenge/contact_us.html.

YOUR TEACHER TOOLS PANEL

After you log in you will see the Teacher Tools panel, which contains links to all the tools you will need to complete your digital portfolio.

OVERVIEW

The Teacher Tools buttons on the left panel link you to the pages and tools necessary to create, alter, and submit your portfolio.



Fig. 5

TIP: Remember, the portfolio pages themselves must be created by the students (with teacher supervision).

EDIT YOUR PROFILE

If you need to update your Registration information, you may edit your profile by clicking on the “Edit Profile” button, below.



Fig. 6

Your profile information will display the most recent information you have provided. You only need to update information that has changed (phone number, email address, etc).

To ensure that you always save the most current information, click “Update” each time you make a change.

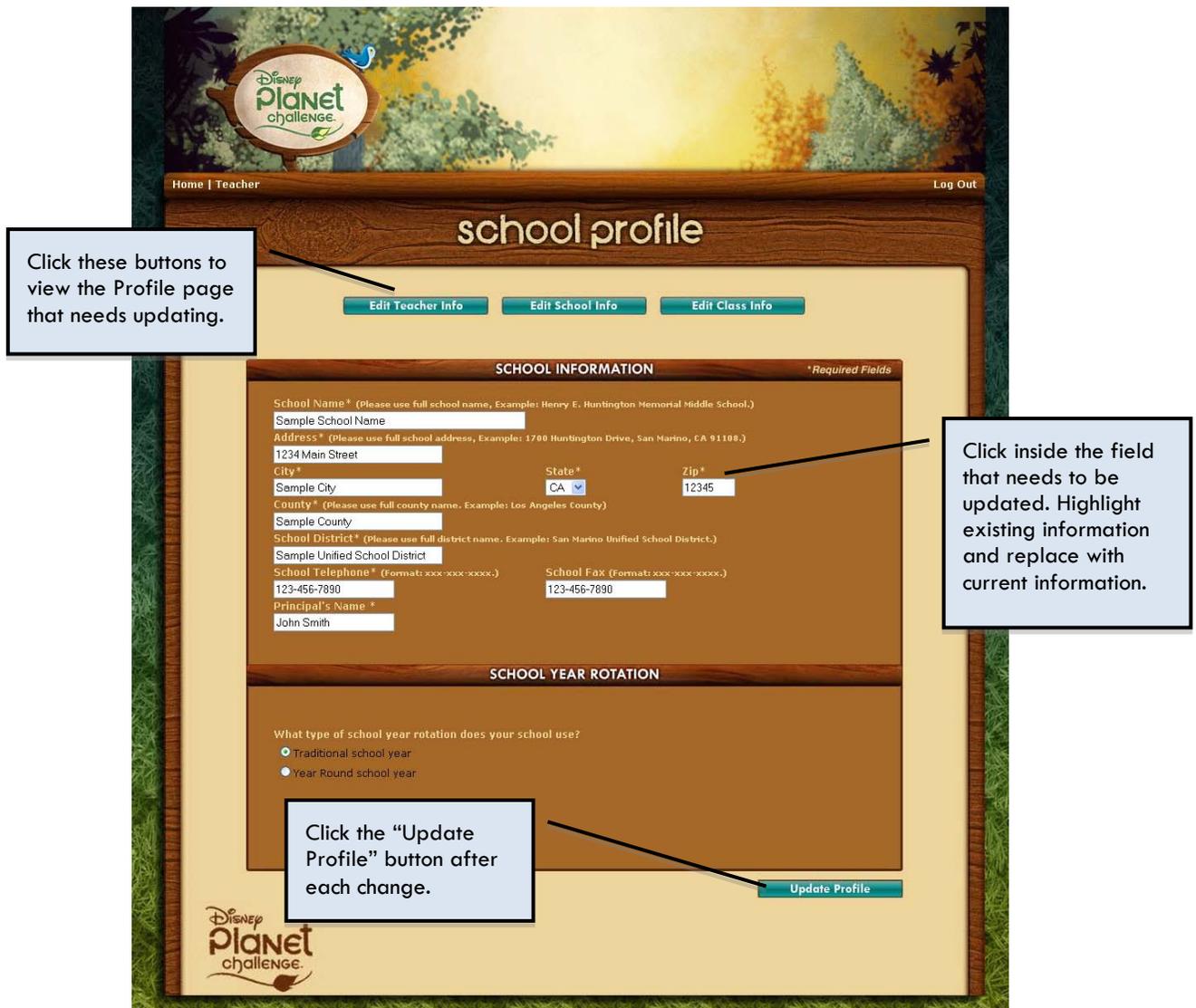


Fig. 7

UPDATE COVER SHEET

Your digital portfolio includes a Cover Sheet.



Fig. 8

The Cover Sheet will ask you for information about your school, your class, and the Project you have chosen.



Fig. 9

When you are completing your Cover Sheet, use the “Continue” and “Back” buttons to navigate among the pages without losing any of the information you have entered. However, if you would like to return to the Teacher Tools panel, click the “Save & Quit” button (and not the “back” arrow on your browser) to avoid losing your work.

The “Save & Quit” button will also save your work in progress if you need to stop working on your Cover Sheet and complete it at a later time or if you would like to make changes to your answers.

You may view the Cover Sheet questions (as well as write practice answers) in the last two pages of the DPC handbook. These questions are identical to the Cover Sheet questions in the digital application.

You can download the full DPC handbook with all the worksheets, including the cover sheet, here: http://disney.go.com/planetchallenge/tools_resources.html

Or, you may click on the link above and refer to the “Portfolio Forms” section on the lower right hand side of the screen. Scroll down to select and download the Cover Sheet A and Cover Sheet B worksheets.

The screenshot shows the Disney Planet Challenge website interface. At the top, there is a navigation bar with links for Games, Videos, Create, My Page, Characters, Movies, TV, Music, Live Events, Parks, Store, and For You. Below this is a search bar and a 'Go' button. The main content area features a large wooden signpost with several sections. The top section is titled 'Disney Planet Challenge' and includes buttons for 'Discover DPC', 'Get Started', 'Tools & Resources', 'FAQs', 'Build a Portfolio', and 'Contact'. Below this, there are tabs for 'STEP BY STEP GUIDE', 'JUDGING CRITERIA', 'SAMPLE LESSON PLANS', 'RESOURCE CENTER', and 'CLASS HANDBOOK'. The 'STEP BY STEP GUIDE' tab is active, showing a list of download options: '1. Download the entire Workbook now OR download by section', '2. How This Works: Project Overview – pages 1-3' (with sub-items: Using the Project Planner guide, Teacher Role guide, Student Role guide), and '3. Choosing and planning your project – pages 4-13' (with sub-items: Teacher brainstorming page, Student brainstorming page, Teacher "selecting questions to investigate" page, Students "selecting questions to investigate" page, Teacher "determining a goal" page, Students "determining our goal" page, Teachers page). To the right of the main signpost, there is a smaller signpost titled 'Portfolio Forms' with buttons for 'Teacher Reflection', 'Portfolio Cover Sheet A', and 'Portfolio Cover Sheet B'. Above this signpost is an 'ENROLL/SIGN IN' button with a 'GO!' button below it. Three callout boxes with arrows point to specific elements: 'Download the entire workbook.' points to the first option in the 'STEP BY STEP GUIDE' list; 'Download the workbook one section at a time.' points to the sub-items under the second and third options; and 'Scroll to download individual worksheets.' points to the 'Portfolio Forms' signpost.

Download the entire workbook.

Download the workbook one section at a time. .

Scroll to download individual worksheets.

Fig. 10

UPDATE TEACHER REFLECTION

Your digital portfolio includes a Teacher Reflection.



Fig. 11

The Teacher Reflection takes you through a series of questions that ask you to share your experience with the Project, including the goals, the challenges and successes, the ways you aligned the experience with state academic standards and more.

A screenshot of a web application interface for the "Disney Planet Challenge". The page has a nature-themed background with trees and a sun. At the top left is the "Disney Planet Challenge" logo. Below it is a navigation bar with "Home | Teacher" on the left and "Log Out" on the right. The main heading "teacher reflection" is centered in a white, lowercase font. The central content area is titled "QUESTION ONE" and contains the instruction "DESCRIBE the project goal(s) and the overall EFFECTS." Below this is a large, empty white text input box. At the bottom of the input box, it says "Limit 1400 characters : 1400 characters remaining". At the bottom right of the input area are two buttons: "Continue" and "Save & Quit". The "Disney Planet Challenge" logo is also visible in the bottom left corner of the page.

Fig. 12

When you are completing your Teacher Reflection, you may use the “Continue” and “Back” buttons to navigate among the pages without losing any of the information you have entered. However, if you would like to return to the Teacher Tools panel, you must click the “Save & Quit” button (and not the “back” arrow on your browser) to avoid losing your work.

The “Save & Quit” button will also save your work in progress if you need to stop working on your Teacher Reflection and complete it at a later time or if you would like to make changes to your answers.

You may also view the Teacher Reflection questions on page 24 of the DPC handbook. These questions are identical to the Teacher Reflection questions in the digital application.

You can download the DPC handbook here:

http://disney.go.com/planetchallenge/tools_resources.html

Or, you may click on the link above and refer to the “Portfolio Forms” section on the lower right hand side of the screen. Scroll down to select and download only the Teacher Reflection worksheets (See Figure 11).

STUDENT REFLECTION ADMIN

Your digital portfolio must include a minimum of five and no more than ten Student Reflections.

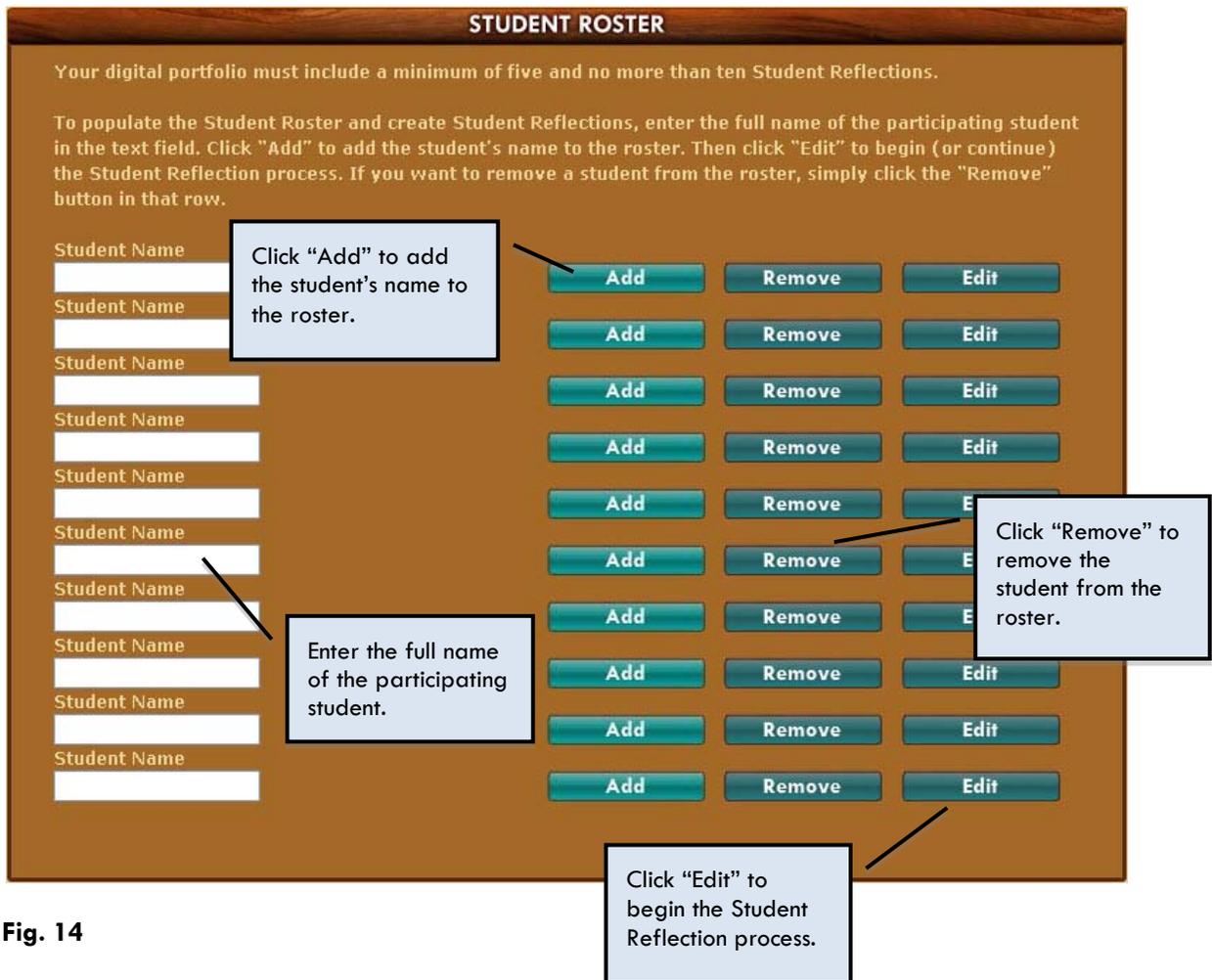
Add Student Reflections

When you are ready to enter in the Student Reflections, click on the Student Reflection Admin button on the Teacher Tools page.



Fig. 13

After you open the Student Reflection Admin page, you will be required to fill in the names of the participating students.



STUDENT ROSTER

Your digital portfolio must include a minimum of five and no more than ten Student Reflections.

To populate the Student Roster and create Student Reflections, enter the full name of the participating student in the text field. Click "Add" to add the student's name to the roster. Then click "Edit" to begin (or continue) the Student Reflection process. If you want to remove a student from the roster, simply click the "Remove" button in that row.

Student Name	<input type="text"/>	Add	Remove	Edit
Student Name	<input type="text"/>	Add	Remove	Edit
Student Name	<input type="text"/>	Add	Remove	Edit
Student Name	<input type="text"/>	Add	Remove	Edit
Student Name	<input type="text"/>	Add	Remove	Edit
Student Name	<input type="text"/>	Add	Remove	Edit
Student Name	<input type="text"/>	Add	Remove	Edit
Student Name	<input type="text"/>	Add	Remove	Edit
Student Name	<input type="text"/>	Add	Remove	Edit
Student Name	<input type="text"/>	Add	Remove	Edit
Student Name	<input type="text"/>	Add	Remove	Edit
Student Name	<input type="text"/>	Add	Remove	Edit
Student Name	<input type="text"/>	Add	Remove	Edit
Student Name	<input type="text"/>	Add	Remove	Edit

Callout boxes:

- Click "Add" to add the student's name to the roster.
- Enter the full name of the participating student.
- Click "Remove" to remove the student from the roster.
- Click "Edit" to begin the Student Reflection process.

Fig. 14

To add a Student Reflection to your digital portfolio, enter the student's name in the first text field. Then click "Add" in order to create the digital Student Reflection.

Notice that after you click it, the "Add" button becomes darker, meaning that it is disabled. You must click "Remove" in order to remove the student's name from the text field. This action will reactivate the "Add" button.

IMPORTANT: If you click "Remove" after a Student Reflection has been created, you will lose all the information you have entered in for that Student Reflection. Be sure that you want to delete this information before you click "Remove."

Update Student Reflections

Before you begin entering information for the Student Reflections, you should prepare your content. We recommend that you ask *all* your students to fill out a Student Reflection worksheet (available in the DPC handbook). You may then choose the best five to ten samples and enter them into the digital application. Teachers are responsible for entering the Student Reflection information into the digital application.

Once you have added a student to the roster, click the “Edit” button to begin the Student Reflection process.



The screenshot shows a web interface for the Disney Planet Challenge. At the top left is the logo, which includes a blue bird and the text "Disney Planet challenge". A navigation bar below the logo contains links for "Home", "Teacher", "Student Reflection Admin", and "Student Name", along with a "Log Out" button on the right. The main heading is "student reflection". The central content area is titled "REFLECTION #1: THE BEGINNING" and contains the question: "What is the environmental goal? How has your research and discussion helped you to understand the goal?". Below the question is a large white text input box. At the bottom left of the input box, it says "Limit 525 characters : 525 characters remaining". At the bottom right of the input box are two buttons: "Continue" and "Save & Quit". The Disney Planet Challenge logo is also present in the bottom left corner of the page.

Fig. 15

When you are completing the Student Reflections, you may use the “Continue” and “Back” buttons to navigate among the pages without losing any of the information you have

entered. However, if you would like to return to the Teacher Tools panel, you must click the “Save & Quit” button (and not the “back” arrow on your browser) to avoid losing your work.

The “Save & Quit” button will also save your work in progress if you need to stop working on a Student Reflection and complete it at a later time or if you would like to make changes to your answers.

Student reflection worksheets are on page 25 of the DPC handbook. You can download the handbook here: http://disney.go.com/planetchallenge/tools_resources.html.

Or, you may click the link above and refer to the “Portfolio Forms” section on the lower right hand side of the screen. Scroll down to select and download only the Student Reflection worksheets (see Figure 10).

SUBMIT COMPLETED PORTFOLIO

When your Portfolio, Cover Sheet, Teacher Reflection, and Student Reflections are complete, you are ready to submit your project to the judges.*



Fig. 16

Before you click this button, you **MUST** be sure your Project is complete. After you click the “Submit” button, you will see a dialog box requesting you to confirm that you are ready to submit your digital portfolio. Once you click “OK” you will be locked out of making any changes to any part of your Project, including the Teacher Tools.

IMPORTANT: Clicking the “Submit” button is the digital equivalent of putting your hard copy in the mail. Your project is complete and en route to the judges.

* The “Submit” button will be active after DPC registration period closes.