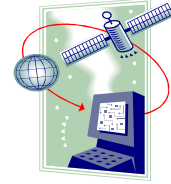


DataFeed System 2.0

Project Coordinator Instructions

October 31, 2001



How to Upgrade User Accounts

As a local Project Coordinator you will be responsible for "upgrading" user accounts from Mentee Teacher to Mentor Teacher status. This will be necessary for one of two reasons:

1. A Mentor Teacher who was registered in the **old** system needs to be set up in the new system. In this case, they would first register as Mentee Teachers (see Mentor Teacher Instructions) and then they will contact you to have their account status upgraded.
2. A group of new Mentor Teachers have completed training and met all of the course requirements. Since these participants all first registered as Mentee Teachers you will need to upgrade their account status to that of Mentor Teacher so that they can use the system.

To upgrade a user's account complete the following steps:

1. If you are not already logged into the system go to **<http://www.k12science.org/alliance/datafeed>** and log in.
2. Select the "**Update Account Information**" option from the "Edit Another User's Account" menu.
3. Enter in either the last name or first name of the user. You can enter in part of their name if you are unsure of how it is spelled. A list of all possible matches will be returned to you.
4. Select the user from the list that is displayed. Note that if even if only one user is listed you still **must** select the user's name.
5. Scroll to the bottom of the Change Account Information screen and under the "Select User Type" section **deselect** the Mentee checkbox and **select** the Mentor checkbox. This will upgrade their account status.
6. Click on continue to return to the Project Coordinator account menu.

How to Schedule a Course for a Mentor

Scheduling your course accurately and updating it if changes occur is very important. Because of this we highly recommend that Mentors schedule their own courses and be responsible for updating them if changes occur. If there is no way for the Mentor to schedule their own course then you can schedule it for them using these instructions.

Restrictions Note: Course sign up is allowed at the first workshop and at any time within the eight days following it. Workshop evaluation forms cannot be completed prior to the completion of the specific workshop or if the evaluation form was completed already.

1. If you are not already logged into the system go to <http://www.k12science.org/alliance/datafeed> and log in.
2. From your Project Coordinator account menu select "**Schedule a Course**".
3. Select the "**Site**" (e.g. Cleveland, Miami, Phoenix, etc.) from the first window.
4. Select the "**Course Type**" from the second window. If you are training Mentee Teachers (i.e. those who will NOT go on to train others) then you should select a course marked as "**[MENTEE]**". If you are training Mentor Teachers (i.e. those who will go on to train others) then you should select a course marked as "**[MENTOR]**".
5. Select the Mentor Teacher who will be the trainer for the course. Note: It is no longer necessary to include both trainers when scheduling a course.
6. Select the "**Training Facility Location**" where the **FIRST WORKSHOP** (e.g. Week One) will be held. If the location is not listed select any location you wish and continue entering in your course schedule. Once completed you can e-mail Josh Baron at jbaron@stevens-tech.edu and request that the training facility be added.
7. Enter in the "**Start Date and Time**" and the "**End Date and Time**" for the **FIRST WORKSHOP** (e.g. Week One). DO NOT enter the end date and time for the entire course.

8. Enter in the "**Training Facility Room Number or Other Identifier**". This should be the identification information for the actual room where they will be conducting training. Click on continue.
9. A course schedule will now be generated based on the dates and times for the first workshop (e.g. Week One). It will be created using the standard 10 workshop model with one 3-hour workshop per week at the same time and date. Once the course schedule has loaded you will be able to adjust the locations and start and end dates and times if you are not following the standard training model.
10. Click on continue to complete the scheduling process. If successful, you will receive an on-screen message indicating that your action was completed successfully.

How to Update a Mentor's Course Schedule

1. If you are not already logged into the system go to **<http://www.k12science.org/alliance/datafeed>** and log in.
2. From the Project Coordinator account menu select "**Update Course Schedule**".
3. Select the course that you wish to update. Click on continue.
4. Make any necessary changes to the course schedule. Click on continue.

How to Add a Mentee to A Course

In general, Mentee Teacher should sign up for a course on their own (see Mentee Teacher Instructions). In cases where they have missed the cutoff for signing up for a course or other problems have occurred you can "manually" sign a Mentee teacher up for a course.

1. The Mentee Teacher will first need to (see Mentee Teacher Instructions).
2. If you are not already logged into the system go to <http://www.k12science.org/alliance/datafeed> and log in.
3. Select the course to which you want to add a Mentee Teacher. Even if only one course is listed you still need to select it.
4. Enter in either the last name or first name of the user. You can enter in part of their name if you are unsure of how it is spelled. A list of all possible matches will be returned to you.
5. Select the Mentee Teacher's name from the list. You **must** select a name even if only one appears.
6. Click the submit button and the Mentee Teacher will be added.

How to Register a New User in the System

In general, all new users should register on their own by following the link off of the main login page. If problems develop you can register a new user through your Project Coordinator account.

1. If you are not already logged into the system go to <http://www.k12science.org/alliance/datafeed> and log in.
2. Select "**Add User**" from the "Edit Another User's Account" menu.
3. Enter in ALL of the user's contact information.
4. Select Mentee as the "User Type". Do not create other types of accounts without permission from Stevens Institute of Technology staff. Note that when new users register on their own they will **not** have the ability to select different user types.
5. Complete the registration process by selecting the user's school and district and by creating an unique username and password.