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Account Registration and Set Up

Register for a Teacher Account
To create an account in the NGSA Portal:

1. Go to: https://ngss-assessment.portal.concord.org
2. Click Register in the upper right-hand corner of the page.

3. Choose one of the following options to begin registration:
   ○ Option A: Sign up using a Google account by clicking the button.
   ○ Option B: Complete the registration form with your first and last name and create a password. Then click Register!

4. Select TEACHER and fill out the fields to create a unique username, provide an email address that you can access easily, and provide information about your location and school. Click Register! to complete your registration.
   ○ If you use Google to register, you will not have to create a username or enter your email address.
   ○ If you don’t find your school listed, or you are a homeschool, click “I can’t find my school in the list” to enter the name of your school.
5. After registering, you will receive an email from ngss-assessment-help@concord.org. Click the “Confirm Account” button/link in the body of the email. This will activate your account and complete the registration process.
   ○ If you do not receive the activation email in your Inbox, please check your Junk or Spam mailbox, or any quarantine set up by your email provider.
   ○ If you cannot access the email in your Junk or Spam mailboxes or quarantined email, please contact ngss-assessment-help@concord.org for assistance.

6. By clicking the link in the activation email, you will be automatically logged in and directed to your teacher homepage within the NGSA Portal. Here, you will be able to create and manage your classes, track student progress, view our collection, search for specific activities and interactives, and much more!

Your Teacher Homepage
Once you complete your registration and click the link in the registration email, you will be directed to your teacher homepage. To return to your teacher homepage after navigating to different areas of the portal, click on the My Classes button in the upper right-hand corner to be directed to your teacher homepage.

Your teacher homepage will display any notices from regarding the NGSA Portal. On the left-side of your homepage, you will see a menu of options.

- **Help** will direct you to our help page.
- **Settings** will display your User Preferences. Here you can update your first name, last name, email, and also change your password.
- **Favorites** will display your favorite resources. To add a resource to your Favorites, simply click on the star on a resource listing when searching for resources.
- **Recent Activity** will display your students’ progress on assigned investigations.
  ○ Once you have created classes, your classes will be listed below Recent Activity.
Create a Class
To create a new class, click **Add a New Class** at the bottom of the menu.

1. Name your class.
2. Optionally, give the class a short **Description**.
3. The **Class Word** is a unique access code that you create. It allows students to join the class. To create a unique class word, you can use your name, school year, and the class name or any other unique identifier for the class. For example, smith2018bio1. Do not include any special characters (e.g., *&@%)! in the class word. Class words can be more than one word. They are not case sensitive.
4. Remember to write down your class word. Your students will use it to register themselves.
5. Select the appropriate **Grade Level(s)** for your class.
6. Click **Save**.
Register and Add Students

Your students can register themselves or you can manually register them. We have found that upper middle and high school students can easily register themselves. If you teach younger students, it may be faster for you to register your students.

Students have the option of using an existing Google account to register. We encourage students to use their Google accounts for registration and logging in to so they don’t need to remember a username and password.

**Student Self-Registration using Google Account**

1. Students can register using an existing Google account by clicking the Google button on the registration form.
2. If the student is not already signed in to their Google account, they will be asked to do so.
3. After being automatically redirected back to the NGSA Portal, students will select the field for STUDENT and then enter the unique **Class Word** for your class and click **Sign Up!**

**Student Self-Registration**

1. Students click the **Register** button on the NGSA Portal homepage.
2. Students will complete the form and click **Register!**
3. Students will select the field for STUDENT and then enter the unique **Class Word** for your class and click **Sign Up!**
4. If a student does not use an existing Google account to register, the NGSA Portal will assign the student a username consisting of their first initial followed by their last name. (A number is appended if there is more than one student with the same first initial and last name in the system.)
5. **Have your students write down their username and password.** If they forget either their username and/or password, you can use the class roster to see their username and reset their password, if necessary.
6. Students will receive a success message once they have completed all of the required fields. Students can then log in to the NGSA Portal by entering their username and password and clicking **Log In!**
Teacher Registration of Students

If you prefer to register your students (instead of having them register themselves), you can do this from your teacher account. Select a class (under Recent Activity) in the left menu, then click the Student Roster link below it. Click the Register & Add New Student link; enter the student name and password for the student. Click Submit to save the student to your roster.

Note: Registering students yourself will prevent them from being able to log in using their Google accounts.

As students are registered for your classes, a student roster will appear with their usernames and an option for removing students or changing their passwords.

*Note: The class word is located at the top of the page underneath teacher name. In this image, THEODOCTOR is the class word for this class.

IMPORTANT: Students should not create additional accounts in the NGSA Portal. If a student forgets his/her username and/or password, use the Student Roster to look up the username and/or change the student's password. Remind your students not to create additional accounts.

Due to the NGSA Portal’s use of secure, encrypted passwords, no one can retrieve a password -- neither a teacher, nor an account administrator. However, you may always enter a new password for a student using the change password function in the student roster.
Assign Materials to a Class

After creating a class in the NGSA Portal, you can assign learning materials for your students to complete.

From your teacher homepage, there are two ways to assign materials.

1. Use the Assign Materials link under a particular class.
2. Browse assignable resources from the Assessment Tasks link at the top of your page.

Assign Materials using the Assign Materials Link

To do this, select a class in the left-hand menu and then click Assignments.

Click on the Assign Materials link at the right of the page. This will direct you to the search page.
To find material to assign to your class(es), there are several ways to browse our resources on the search page.

1. Search. Type in keywords and click Go to find resources that match those keywords.
2. Filter by Type. You can choose more than one selection at a time.
3. Filter by Properties. You can choose more than one selection at a time.

**NOTE:** You may filter by using any combination of any of the methods described above.

Once you have found appropriate materials for your class, you will have three options for each matching activity, sequence, or model.

- If you would like to preview or demo the resource, click Preview. A new browser tab will open and allow you to demo the activity before assigning it to your class.
- If you would like to print the resource, click Print.
- If you are already familiar with the resource and/or have already previewed it, click the Assign to a Class button.
- Select which class(es) you would like to assign the materials to and click Save.

**Assign Materials through the Assessment Tasks Page**

1. Click Assessment Tasks in the menu at the top of the page.
2. Click on the title of a set of Learning Performances to view the list of materials associated with that set.
3. Browse the Learning Performances’ resources, click a resource’s title to learn more, and then click Assign to a Class to assign the resource.
Manage Class Materials
To see the assigned materials and track student progress in a particular class, click the class name in the left-hand menu of the page. This opens a class-specific menu, as shown below.

Click on Assignments underneath the class name in the left-hand menu. Each assigned activity appears in the list (see below).

### Assignments for Chemistry 101

**Teacher:** Default Teacher  
**Class word:** THEDOCTOR

<table>
<thead>
<tr>
<th>NAME</th>
<th>ACTIVE</th>
<th>LOCKED</th>
<th>Show Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andy's comparison of metals (ID#: 004-03-c01)</td>
<td></td>
<td></td>
<td>+</td>
</tr>
<tr>
<td>Mason's Coin (ID#: 001-03-c01)</td>
<td></td>
<td></td>
<td>+</td>
</tr>
<tr>
<td>Safe storage: Identifying an unlabeled liquid (ID#: 003-03-c01)</td>
<td></td>
<td></td>
<td>+</td>
</tr>
</tbody>
</table>

Each list item also contains each student's progress through the material. Click on an activity's Show Detail link to view the student progress. Progress is displayed by orange progress bars for each student.
To control the appearance and/or sequence of the instructional materials for your students:

- In the list of materials, uncheck the "Active" box for any assignment that you do not want your students to see. This allows you to hide any materials until a class is ready for them, or to remove them from view after students have finished.
- To reorder the materials, hover over the assignment name and drag and drop to reposition it within the list. This will be the order in which the assignments appear in your students' view of the class.
- To lock any assignments so students are unable to change their answers, click the box under "Locked" on the particular assignment(s) that you wish to lock.

### Assignments for Chemistry 101

**Teacher:** Default Teacher  
**Class word:** THEDOCTOR

<table>
<thead>
<tr>
<th>NAME</th>
<th>ACTIVE</th>
<th>LOCKED</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andy’s comparison of metals (ID#: 004-03-c01)</td>
<td>✔️</td>
<td>✔️</td>
<td>This assignment is visible to students but no longer accessible to them.</td>
</tr>
<tr>
<td>Mason’s Coin (ID#: 001-03-c01)</td>
<td>✔️</td>
<td>☐</td>
<td>This assignment is visible to students and is accessible.</td>
</tr>
<tr>
<td>Safe storage: Identifying an unlabeled liquid (ID#: 003-03-c01)</td>
<td>☐</td>
<td>✔️</td>
<td>This assignment is not visible to students and is not accessible to them.</td>
</tr>
</tbody>
</table>
Manage Classes

To make a class no longer show up in your list of classes, click the Manage Classes button in the left menu. On the “Manage Class List” page, you can uncheck classes on your list to make them inactive. All data from the inactive class will be preserved. You can drag and drop the classes by hovering over the class name to reorder them. This will be the order in which the classes appear in your view of the NGSA Portal.

Manage Class List

Checked classes appear on the class list. To make a class inactive, uncheck its box. All data for inactive classes is preserved. Drag and drop class to reorder it in the list.

My Classes (2 Total, 1 Active)

Active Classes

- Chemistry I
- Chemistry II

To make a copy of an existing class, click Copy Class to the right of the class name. Enter a new name for the class and a new class word. This will copy over all assigned materials, but will not transfer links or students between classes.
Tracking Student Progress

Recent Activity
On the NGSA Portal homepage, click **My Classes** at the top of the page. You will be directed to your teacher homepage where you will see graphs of your students’ **Recent Activity**. This provides you with a quick snapshot of the progress made on your assigned materials from all of your classes.

Click on the **Show Detail** link above each bar to expand to a view of the progress of individual students in a class for that particular assignment. Click the **Preview** button for a preview of the activity. Click the **Report** button for a detailed summary of student work.
As described in a previous section, individual student progress in each activity or assignment can also be tracked on the Assignments page.

1. In the left-hand menu, click Assignments under the class name.
2. Click Show Detail link next to the activity you are interested in.
3. Each student’s progress is displayed via the orange progress bars.
4. A detailed summary report is available via the Report button.
5. You can also get more targeted reports by:
   a. Clicking on the column header for a multi-activity investigation/sequence to generate a report of that activity.
   b. Clicking on a student name to get an individual report for that student.
   c. Clicking on the progress bar to get a report for that student for that specific activity.
<table>
<thead>
<tr>
<th>Student</th>
<th>Last Run</th>
<th>MS-PS3-1: Energy and...</th>
<th>MS-PS3-4: Particle m...</th>
<th>MS-PS1-2: Prope</th>
</tr>
</thead>
<tbody>
<tr>
<td>student-jr, good</td>
<td>3/1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooper, Melanie</td>
<td>2/4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ginosar, Avsha</td>
<td>2/4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deb, Gauri</td>
<td>2/4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D, Lou</td>
<td>n/a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liu, Xiufeng</td>
<td>2/4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willard, Ted</td>
<td>2/4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name, My</td>
<td>2/4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brown, Hope</td>
<td>2/4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pruitt, Stephen</td>
<td>n/a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ayala, carlos</td>
<td>2/4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D, Lou</td>
<td>2/4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hayes, Lynda</td>
<td>2/4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science, Achieve</td>
<td>2/4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Viewing Reports**

Reports of student work can be accessed right from the Recent Activity or Assignments pages, using the Report button.

Click the Report button for the assignment for which you are interested in viewing student responses. A new window will open with the student report for the assignment.

A report will be displayed showing the questions and answers in the assignment. There are several functions on the Report page in order for you to navigate your report.

1. When the box next to the question name is selected, you can use the Show selected button at the top of the page to show only questions that are selected.
2. Click on the Show all button to show all questions in the assessment, regardless of which questions are selected.
3. Click on the Show responses link to the right of the question name to display individual student answers.
   a. Use the Hide names button at the top of the page to hide student names. This can be useful when showing examples of student work to the class or other situations where it is appropriate to anonymize student names.
4. Click on the Provide Feedback button to provide written text feedback on student work and/or a numerical score for their response.
Providing Feedback

For each assignment, there are two levels where feedback can be given: feedback for the overall task, and feedback for individual questions within the task. You can provide feedback using rubric scoring, written comments, and/or a numerical score. Note however that rubric scoring is only available when providing feedback for an overall task.

When you want to provide feedback to your students, first select which type(s) of feedback you would like to include in the student report.

1. Select the Feedback Type you would like to include. If you would like to provide students with a numerical score for their response, please provide the maximum score.
2. Provide your feedback. When your feedback is complete, check the “Feedback Complete” checkbox.

At any time, you may jump to view a particular student’s response by selecting the student’s name from the “Jump to” drop-down menu in the upper right corner of the Feedback window.

The default view of the Feedback screen is to show only students that need review. You may change this view by selecting “All students” in the “Show” menu in the upper-left corner of the Feedback window.

When you are finished providing feedback to your students, click Done in the lower right corner of the Feedback window.
When you return to the main page of your report, the total number of student responses awaiting feedback will be shown within the **Provide Feedback** button.

If all student responses have been given feedback, a green check mark will be displayed within the **Provide Feedback** button.

**Using Rubric Scoring**

To use rubric scoring, start by clicking **Provide overall feedback** for an assignment.

Once you’ve scored student responses using the rubric, the class’s performance is indicated by an icon in the report showing how the class met the rubric’s targets.

Each of the rubric’s aspect of proficiency is represented by a horizontal bar in the rubric icon. Each bar is divided into segments showing the percentages of students who have reached a particular level of proficiency. Each segment is colored according to that percentage of students’ performance. Lighter colors indicate better performance; darker colors indicate poorer performance.
To get a more detailed view of the class's overall rubric score, click the rubric icon and a pop-up appears showing the rubric's aspects of proficiency and the exact percentage of students who met each level of proficiency.

Students will see rubric scoring when generating a report of their own work. (See the “Student Access to Reports” section below for more on how students can access reports.)

**Comparing Student Responses**

The report allows you to compare and project student responses. After clicking Show responses, student responses to the selected question will be displayed. Select the answers that you would like to compare and/or project. Click the Compare/project button.
The selected students’ answers will magnify in the window. You may highlight a student’s answer by clicking on Highlight in the upper right corner of the answer of interest. Click Remove to remove any student answers that you do not wish to view.

**Customized Reports**

From the summary page you can create a customized report. Select the questions for which you want a report by selecting the checkboxes next to each item, then click the Show selected button. You can print the report using the Print student reports button in the upper right corner of the report.
Reports for Image/Drawing Questions

Students may submit snapshots of their work or create drawings as answers to image questions. You can browse the images by clicking on the thumbnails or use the controls on the left and right side to go to the next or previous image. Click on an image to enlarge it for closer viewing.
**Student Access to Reports**

Students can track their own progress and access reports of their own work, as shown below. Overall progress through an assignment is shown in the topmost progress bar labeled “completion.” Students can access a detailed report of their work via the Generate a report of your work. link beneath the bar.