Teacher Quick Reference Guide for ProjectBoard

A. Please have students go into ProjectBoard and delete any extra projects they are not currently working on.

Instructions:
1. Log into ProjectBoard
2. Go to "My Projects"
3. Open a project they choose to delete
4. Click on "Edit"
5. Click on the Trash Can Icon
6. A new window will pop up asking if they want to delete their project–click Yes, Delete

B. Students need to do the following to their projects to get them out of DRAFT mode and SAVED:

Instructions:
1. Log in to ProjectBoard
2. Click on "My Projects"
3. Select the project they are working on.--projects in DRAFT mode will have a little pencil on the project.
4. Enter a title and description and push "Save"
5. A window will open that asks if students want the project in "Private" or "Public" – students need to keep it in "Public" so the teacher can see it.
6. Next, students need to choose a category–anything is fine for now. They can change it later.
7. Select "Save"
8. This will SAVE the project and get it out of DRAFT mode.
9. On the teacher side, you should be able to see ALL projects now in your classroom.

C. Trouble viewing student projects?

 Instructions:
1. Log into ProjectBoard
2. Click your icon in the top right corner to access the dropdown menu.
3. Click on "My Classes"
4. Open a class
5. On the right middle of the screen you will see a box that says "View By Projects"
6. Click the drop down to "View By Students" –this will show all students who have registered for your class.
7. The reason you cannot see projects is because students have not SAVED their project and it is still in DRAFT mode.

There are videos and slideshows that explain how to save and delete projects in detail. These are found in the Teacher Backpack on ProjectBoard.