



## **Our Rock Project Website Sign Up & Platform Use Directions**

Welcome and thank you for visiting the Our Rock Project web site. We hope you will take a little time to explore and learn more about who we are and what we do. Before we get started with the step by step directions to sign up, sending out electronic parental permission forms, adding students and assigning teams, to tracking the teams' progress and finally uploading the student films to our website for their inclusion into the Our Rock Project Archive, we would like to give you an overview of how the platform works.

### **Parental Permission Forms**

As with any school project, there is a need for parental permission forms to be sent out, signed, and then collected. Knowing that teachers are busy with a great deal on their plate, we tried to design a process that would handle sending out permission forms electronically.

Once you have filled in the student's name, an email address for the student, their parent's name and the parent's email address and clicked the enter button, an email is automatically sent out to the parents email address. Once the parent receives the email and clicks the "Approve" button in the email, our system automatically changes the status of that student's dashboard bar to green with a green check mark signifying that this student is approved by their parent to participate in the Our Rock Project and that this student's film is also approved for upload to the Our Rock Project Archive.

When you go to your account on the Our Rock Project site and check your class status page, you will see all the student's names and their current status. This provides you with a quick and easy way to check to see which students may need reminders to have their parents approve the project for them.

### **Visitors**

If you are just visiting to learn more about the Our Rock Project please feel free to browse our website. If you would like to watch some of the student's STEM films, please feel free to visit our Archive Page and watch as many of the children's films as you would like. The Our Rock Project is a 501(c)(3) non-profit. We do not charge anyone to participate in the project and access to our Archive is always free.

### **Sign Up**

This component of our site is reserved for teachers and university film school interns. The general public has complete access to the Our Rock Project Archive and is free to watch as many of the children's films as they would like. By signing in the teachers and film students gain access to our Teacher Tools section of our site. Here the teachers and film students can make use of the electronic parental permission forms process, track each student and the student teams' progression through the filmmaking process.



\*\*\*You are not required to utilize the Our Rock Project tools, they are there to use if you would like to. We do require that you DO utilize the electronic parental permission form as we are legally bound to maintain a copy of each parental approval. Any attempt to complete this task via paper and old fashion mail, would be too cumbersome and costly for everyone. So we hope you understand our reasoning in requesting to do it electronically.\*\*\*

The platform also allows students to upload their film outlines, their scripts, links to their rough film cuts and a simple and easy way to upload the student films and associated film transcripts (A written word for word transcript of every spoken word in the film with time codes for every 10 to 15 seconds of speaking in the film.) for inclusion into the Our Rock Project Archive. A teacher can access all the team's work submissions in one place and either approve or request a revision electronically, thereby simplifying the teacher's and film student's workload.

### **Film Transcripts**

One note that is critical to the success of the Our Rock Project and the utilization of the Archive as a teacher and learning tool is that we MUST have a transcript of each film that is submitted. We will take care of the cc (Closed Captioning) and the translation of each film to every language on the planet. So we need the words of the film in a document to help us accomplish this task. If the student team does not submit a transcript with their film, we will not be able to host their work in our Archive.



## Instructions

We have produced two short instructional videos that will walk you through the sign up process and how to use the teacher tools platform. The following is an edited transcript of these two videos along with some notes that will walk you through entire process step-by-step.

### Sign Up

If you are interested in signing up for the Our Rock Project as a teacher or university film student, getting started is very easy and will only take you a couple of minutes from start to finish.

First, go to the home page of our website and click the “Sign Up” button in the top right corner of the screen. You'll then be asked to fill in some basic information about yourself.

Start by entering your first and last name as well as your email address.

You will also be asked to create a password, and then confirm this password, so make sure it's one that you can easily remember as you will need it to access your account.

Start by filling out all of the requested information, including your name, email address, and your desired password.

Once you've entered in your basic user information, you'll want to select whether you're signing up as a teacher or university student.

If you're signing up as a student, simply click the radio button next to university student and then hit “sign up”. You will receive an email shortly that confirms your account is now active.

If you're signing up as a teacher, select the radio button next to the word “Teacher” and you will see several new fields appear below.

Please scroll down and enter in all of the information in these fields to the best of your abilities; as the more information you can provide, the faster we can approve your teacher application.

If you are a home school teacher, or there's any information that we require that you cannot provide, please just enter “To be discussed” in the field.

Once you've filled out all of the necessary fields, just hit submit and we will begin the process of reviewing your application.

This process is usually very quick, but depending on the number of applications and the information you've provided, this may take a day or two to complete.

When starting a semester with new students, one of the first things you will need to do is create your class and then add your students to it.

We have produced a short video that will walk you through the process step by step. You can find the video on our Home Page and our Resources Page.



## **Transferring a Student**

However, there may be some students in your class who have done the Our Rock Project before hand with another teacher, which means you will have to request this student be transferred to your class.

Our system retains each students name and associated email address for security and as a means to avoid duplication in the parental permission process.

To do this, all you'll need to do is add in the student's name as you normally would for any other student.

If in fact the student is currently assigned to another class, you will be shown a prompt message to request the student be transferred.

Simply submit the request, and the teacher who currently has this student in their class List will receive a transfer request.

If you as a teacher have received an email notification that you have a pending student transfer request, transferring the student is very simple.

Just log in to your Our Rock Project account and click the "Students" tab on the left hand side of the screen.

Once in the "Students" view, you will click the tab that says "Pending Transfers". Any student's pending transfer will be shown there.

If you believe you've received the transfer request in error, you can always decline the transfer, or just reach out to The Our Rock Project for assistance on our Contact Page.

Also, if you've submitted a request and a teacher does not get to the transfer request in a timely manner, please feel free to contact us and we will help facilitate the transfer.

## **Creating Your Classes**

The first thing you will want to do once you have been accepted in to the Our Rock Project is to set up your first class. To do this you will start by clicking the "Classes button" on the vertical menu to the left hand side of your screen. For the remainder of this video, we'll be referring to this as the "Vertical Navigation".

Once you've clicked the "Classes" button, you will then see a box where you can create your first class. Go ahead and type in a descriptive name, such as "Period 1 – Fall 2015" and then hit create. Once you hit create, you should see your new class in a list below the create area as well as a new blue tab near the top of the page.

You can now either create as many classes as you may need, or continue the setup for this specific class.

## **Creating Teams**

Now that you have at least one class set up, you'll want to create some teams within the class. Teams are how



students will be grouped, so a team may consist of as few as 1, or as many as all of your students. However, it's suggested you create teams of 2-3 students so that the children get the greatest benefits possible from participating in the project.

To create your first team, start by clicking on the name of the Class that you have just created. Once inside the class page, you will see a section near the top that says “Add A Team” and a box where you can input a team name.

Go ahead and create as many teams as you may need, the more descriptive you are in naming them, the easier it will be to maintain them going forward. Some examples for team names may be “Jonny, Susie, Mary Team”, “Jonny's Team”, “Team 1A (period 1 team A)” and so on. It is advised that you create all of the teams a class may need at this point, prior to creating students.

As new teams are added to your class, you will see each new team appear as a tab just below the “Add A Team” section.

Once you've completed adding all of your teams, you're ready to start adding in your students.

### **Adding Students**

So now at this point you should have at least one class created, and at least one, if not all of your classes teams created. Now it's time to start adding students to your class and assigning them to the appropriate teams. Let's get started.

You should still be on the “Classes” view, which is the same page or view that you just added your teams from. Just below the tabs with each of your team's on them, you will see a section called “Students”.

Start by entering in your student's name, your student's email address (if they don't have one, they will need to create one – gmail is a good option here if needed), the name of a parent, and the parent's email address. The final step is choosing the team you'd like to assign the student to and then you'll click “Create Student”.

It's very important that you enter a correct email address for the “parent email” as the system is going to send a “parent permission” form to that email address. Until the parent receives this email and submits the approval within the email, the student account will remain “Inactive”.

You can now go ahead and enter in all of your students and assign them to the appropriate classes. As the student's parents submit the permission form, you will see the students name change from “Pending” with a yellow highlight/background, to “Approved” with a green highlight/background.

Once all of your students have been entered in to the system, you're ready to start setting up your project workflow.

### **Starting A Project Workflow**

At this point, you should now have at least one class created, the teams for your class created, and students added to your class and assigned to their respective teams. Once you have all of this in place, you're now ready to set up your Project Workflow.



Start by navigating to your vertical menu and clicking the “Projects” link. On this page you will first need to select the class that you would like to work in. Next, you will need to select the team whose project you would like to manage.

Traditionally, film production is done in three stages: pre-production, production, and post-production. However, as the film topic for each team may be different, or you may wish to modify the project process to your needs, you also have the option to add up to three “sub-assignments” or “Benchmarks” under each of the three production stages. This will allow you to keep track of each team’s progress as they proceed through the filmmaking process. This also gives you the chance to review the student’s work, make sure they are heading in the right direction and are on schedule for completing their projects.

Let's set up an example.

We're going to open up our test class and manage the project for “New Team”. As you can see, the first view you will see will be your Project Progress Timeline, with Red X's across the board, which indicates that nothing has been submitted yet for these stages. We also have three tabs across the top: progress, assignments, and upload.

Let's start by adding 1 sub assignment under each step of the production process, which will give us 6 total steps or milestones. To do this, start by clicking on the “Assignments” tab at the top of the screen. On this screen you will see three boxes: pre-production, production and post-production.

Click on the pre-production box and it should expand to show several different input areas. For now, you can ignore the first area as it doesn't pertain to the project setup process, but we'll come back to this later on in the video. Just below the first box you will see an area marked “Sub Assignments” with a row that says “Add New”, go ahead and click on this row.

You should now see a field where you can input a name for your new sub assignment, let's call ours “Sub One”. This should now create a new text area box below the initial one just like ours. Now that you've created your first sub assignment, go ahead and create two more called “Sub Two” and “Sub Three” for the production and post-production steps. You will need to repeat this process for any additional teams within your classes that may require a customized production process. Once you've finished setting up the project process for all of your teams, we're ready to move on to the next step.

## **Running Your Project**

At this point, you should have your classes set up, your teams set up, your students added to your classes and assigned to their appropriate teams, and any customized project work flows in place that you may need for any of your teams. Now, your next step is officially launching your student projects in class.

Once your students have begun their projects and are ready to submit either their pre-production or pre-production sub assignment work, they will be able to log in to their student dashboards using their email addresses and the passwords designated at the time of sign up.

To start, the students can all navigate to the “Assignments” tab within their dashboard, which is where they will upload all of their assignments. It's best if one student is responsible for his team, but any student from a team may upload work to their team’s assignments.



Once the students have submitted an assignment, you will see the text show up for that team in your teacher dashboard. Once you've seen the submission, you can review it and decide to either mark as complete, or let the students know they need further revision on their work. If you navigate back to your progress tab, you will notice that a green check mark now shows for submissions that are marked as complete allowing you to easily track the progress of your students at a glance.

Once your students have gone through the full video production process and completed each milestone in the work-flow, you are ready to begin the video upload process.

### **Uploading Your Films & Transcripts**

Now that your teams have finished filming and producing their film projects, they are ready to be uploaded to the Our Rock Project for approval and inclusion in the Our Rock Project Archive. For safety and security reasons, we do not allow for students to upload their videos directly, so they will need to provide the videos to you on a thumb drive, hard disk, cd or other form of transferable media.

Once you have all the films and associated transcripts from your students, you will want to navigate to the Projects tab within your vertical navigation and then open up the team whose film you'd like to upload. Once inside the team view, go ahead and click the Upload button. You will now see two fields where you can first enter a descriptive video name, and video description. Next you will need to attach a full transcript of the film for captioning and translation. Finally, attach the video file and then click the Upload button. Depending on the size of the video you're uploading this can take anywhere from 1 to 10 minutes, so make sure to give the video enough time to fully submit. For the video file of the team's film it is recommended that you use a MP4 codec, as this will ensure the process moves smoothly and quickly for you.

### **Approval And Inclusion In The Our Rock Project Archive**

Now that your films have been submitted to the Our Rock Project, our team will go through each one of them to make sure that the content, style, quality are appropriate and that all required guidelines have been followed. Once our team has been able to verify your video, it will then be approved and included in the Our Rock Project Archive.

If for whatever reason one of your films does not meet a certain guideline or criteria, the film will be denied and feedback will be provided. If your film is not approved the first time it is submitted, this does not mean that you cannot resubmit it. We encourage all of our student filmmakers to use the constructive criticism provided to improve their films as we are always excited to add new films to the Our Rock Project Archive.

### **Closing Remarks**

We hope that the instructions and the how-to videos have helped you sign up for participation in the Our Rock Project. If you are running into any problems with the sign up or using the teacher tools, please do hesitate to reach out to us for help. We are here to help you with whatever assistance you may need.

Thank you again for choosing to participate in the Our Rock Project. We are all very excited at Our Rock to see what you and your class produce and the stories that they tell.

