Scienteer

School & Teacher's Guide

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Activating Your Account

1. If you had an administrator account for your school fair last year, simply go to www.scienteer.com and log in and choose the admin role. This will activate your account for the new season. You will need to follow the steps to update your information and open your school registration.

2. If the School had an account last year, but had a different administrator, contact your district or regional fair. They will need to add you to the admin account of that school.

3. If your School had no account last year, contact your district or regional fair and they will send you a registration link. If you have an existing user account, be sure to use that same information (username, email and password) for each account that you create. That way you can manage all of your roles with one username and password.

Setting Up Your School

Logging in

1. Go to www.scienteer.com and click Login in the top right corner of the screen and sign in. If you have forgotten you can recover it via e-mail by clicking "I forgot my password".
2. Once you log in, you will be taken to the "Role Chooser" page. Find the Fair Administrator Role for the School you wish to setup and click on the "Select Role" button.
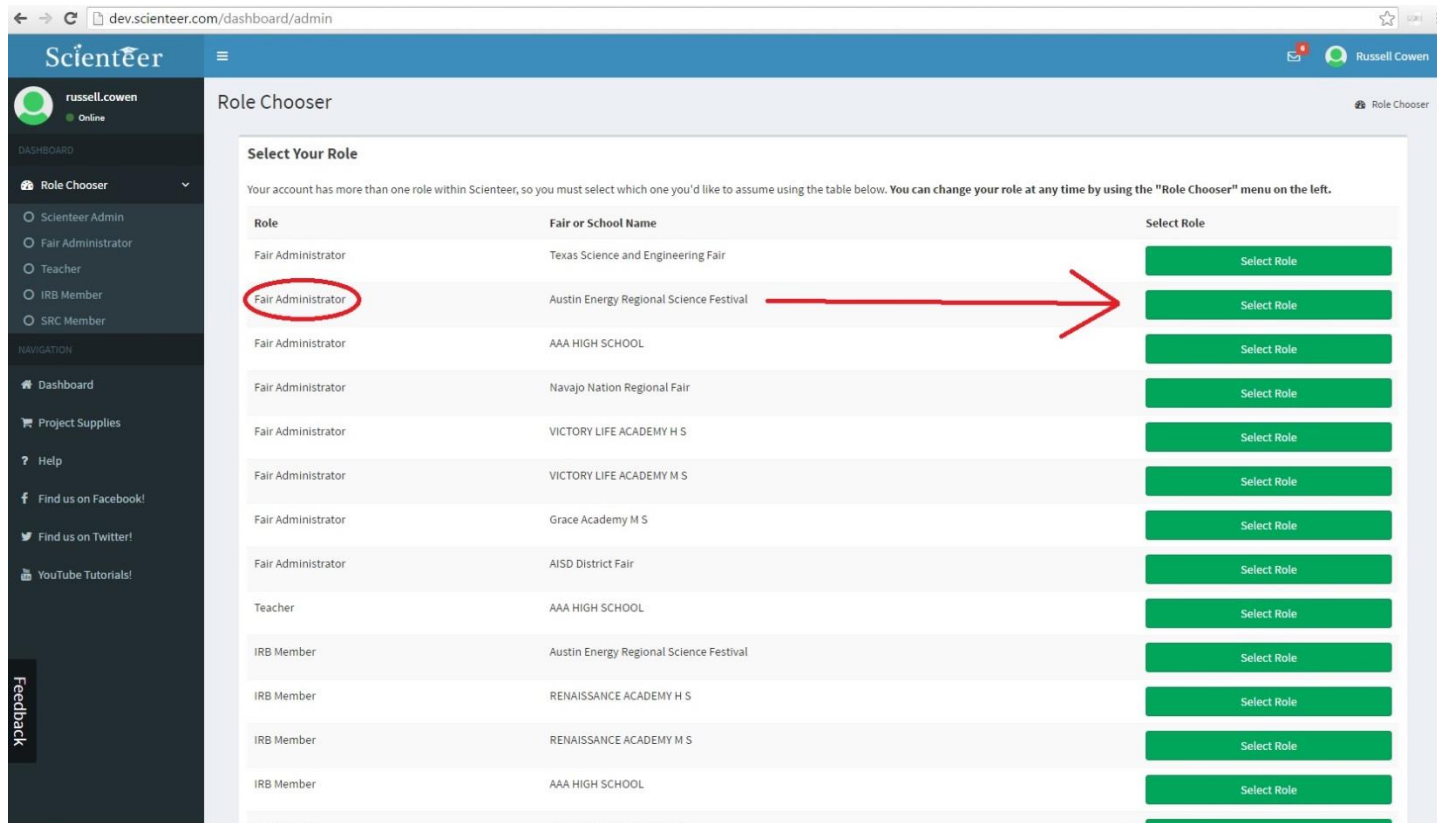
3. If you are not automatically taken to your Profile Page, click the top right icon on your dashboard (by your name) and click "Edit Profile". Here you will update or verify your contact information and create/edit your signature. This is the signature that will be used as a stamp when and if you sign something.
4. Once you have completed all information, scroll to the very bottom and click "**Save**".
5. Now scroll back up and click "**Dashboard**" on the left hand menu. This will bring you to the main Dashboard for your school. You can always click "Dashboard" in the left hand menu to return to the main screen of your current role.
6. You can switch between roles at any time by clicking "Role Chooser" in the left hand menu and selecting the dashboard you wish to view. You may only have one role, but most regional directors can and will have multiple roles. You might also be an SRC member for example.
7. Click the big blue "Tools" icon where it says "More Info"
8. Click the button "Edit School Information" and check that your school information is up to date.

9. Now you have a series of steps that need to be completed in order. Start by clicking Step 1 (Fair Setup) where it says "More info".

(Step 1) Add Teachers/Adult Sponsors

When a student registers, they have to choose their teacher/adult sponsor from a list. In order for a teacher to be on the list, they must be added by the school. Scienteer considers Adult Sponsors and Teachers to be the same thing. Any adult who wishes to be an adult sponsor, must be added as a teacher/adult sponsor.

An adult sponsor/teacher is an adult who will:

1. Log in regularly to monitor his/her student's account progress
2. Review the project and sign the Form 1 when the student reaches that step

An **Adult Sponsor** is not the same thing as **Designated Supervisor**. Adult Sponsors help the students organize their paperwork and manage their account. An adult sponsor does not have to be directly involved in the physical research itself, but acts as a guide, point of contact and a general project manager.

Adding an Adult Sponsor/Teacher

1. A school fair administrator should login to the school dashboard
2. Click "Step 1" Add Teacher/Adult Sponsor
3. Fill out the required information and click "Submit". If the teacher already exists, there is no need to re-add. That person can simply log in to activate their account.
4. If the person already has an account in Scienteer but is not listed as a teacher at your school, you can add them, but you must use the exact same e-mail address that they are using for their existing account. The next time they log in, they will have their new role as teacher available to them.
5. After the teacher/adult sponsor is added, they will be sent an e-mail notification with username and password (if it is a new user). If they don't receive their login information, the school fair director can find their name on this same screen and click "Edit Profile" and give them a new password.

Removing an Adult Sponsor/Teacher

1. Find the teachers name in the list and click "Remove Teacher"
2. Only teachers who have no students can be Removed

Viewing a Teacher's Dashboard

1. Find the teacher in the list and click "View Dashboard"

(Step 2) Setup IRB and SRC

SRC and IRB Settings

If your school will have any of the following types of projects, your school should setup an **SRC** (Scientific Review Committee):

1. Vertebrate Animal Studies
2. Microbiology
3. Vertebrate/Human Blood or tissue studies

unless you are instructed not to do so by your District or Regional Fair. Your regional or district fair may override these options and force you to use their SRC.

If your school will have any of the following types of projects, your school should setup an **IRB** (Institutional Review Board):

1. Studies dealing with Humans as participants or test subjects, surveys, questionnaires, etc.

unless you are instructed not to do so by your District or Regional Fair. Your regional or district fair may override these options and force you to use their IRB.

SRC Pre-Approval:
This option forces all projects to get prior approval from your SRC even if it is not a Vertebrate Animal, Tissue, or Microbiology study. In this case every single project must be approved before the student can begin his/her project. There are some schools who will want this option to ensure that all projects are 100% compliant. This will force your SRC to review each and every project before it starts.

School SRC
This option defines the duties that your fair SRC is willing to perform. The options are as follows:
- My School **Will** setup an SRC.
- My School will **NOT** setup an SRC. (if you choose this option, and you have projects that require it, the students will be stuck unless your district or regional fair can review them for you).

School IRB
This option defines the duties that your fair SRC is willing to perform. The options are as follows:
- My School **Will** setup an IRB.
- My School will **NOT** setup an IRB. (if you choose this option, and you have projects that require it, the students will be stuck unless your district or regional fair can review them for you).
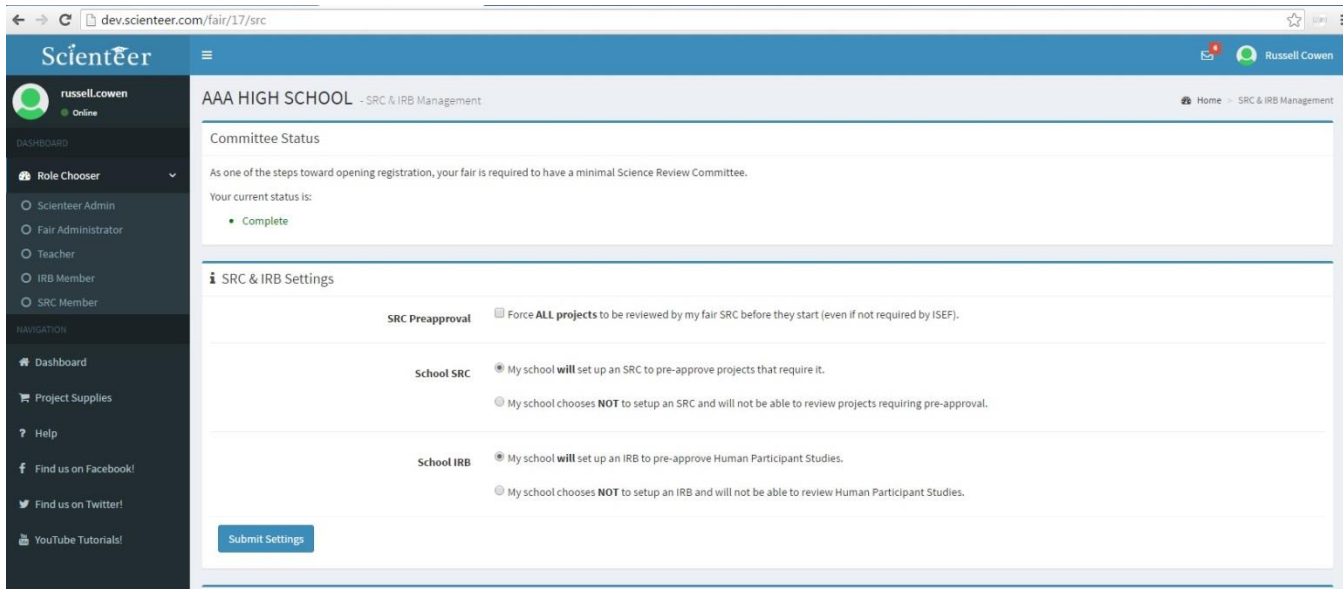
SRC Members

Scrolling down on this page:

This is where you add/edit/delete your SRC members and define each member's role. Click "Add SRC member" to add a new member. You must have at least 3 members. At least one of those members must be marked as a "Chair". You can have multiple members of the same role and you can have multiple SRC Chairs. If a person is not an SRC chair, they will not be able to sign off on a project. Only a "Chair" can sign the forms. Having multiple chairs is allowed and encouraged. You must have at least one of each of the following and one must be a chair:

- SRC Educator,
- SRC Bio-Hazard/Bio Medical expert
- SRC Reviewer

When you add or edit members, press "submit", new members will receive an e-mail notification with a username and password. They will need to login, setup their accounts and monitor them regularly. SRC members will not receive any e-mail notifications when projects are waiting for them. It is important that all users login daily to check for any new messages or pending duties. If an SRC member did not receive the e-mail with account information, you can use your "User Management" tool under "Tools" on your dashboard to give them a new password and relay the information to them.

Conflict of Interest Warning

If you are the parent, teacher, designated supervisor, qualified scientist, vet or any other role for a particular project, you will not be allowed to review that particular project as an SRC or IRB member. SRC and IRB members can have no other role in a project they are reviewing. You may still be on the SRC/IRB but you can only review projects you were not directly involved with. Scienteer will not allow you review a project you were involved with.

IRB Members

This works the same as SRC members above. The IRB must have a minimum of three members. One of each of the following are required:

- IRB School Administrator (must be a school administrator)
- IRB Human Risk Evaluator (must have a minimum qualification of RN)
- IRB Educator

-It is ok for an SRC member to also be on the IRB as long as they meet the qualifications.

-IRB has no chair position

-Human Risk Qualification column is only required for the "Human Risk Evaluator" postion.

Each IRB member must individually review and sign the Form 4 for a human participant study. The signature from the last IRB member to review a human participant study will also appear on the Form 1B unless the SRC is also reviewing the project.

(Step 3) Open Registration

Before students can register under your fair, you must open your fair registration. You may open and close it as desired. When it is closed new students will not be allowed to register.

(Step 4) Selecting Winners

After your fair, you must select the projects you wish to advance by checking the box "Advance to next fair". Optionally you can give them a placement in their category if you wish. This is just for your record. If you want them to advance to the next fair however, you MUST check the box "Advance". You may edit this list as much as you like until you finalize. Each time you make changes you must save them by scrolling down clicking "Save Winners". No students are notified at this step.

Note: Even if you do not have a School fair, you must still select the projects that are advancing to the next fair. That is how the next fair knows what projects to expect.

(Step 5) Finalize Winners

After you are sure you have all of your winners correct, you need to finalize your data. There is no going back. Once you finalize, all selections are final. Students are notified that they are advancing and the data is sent to the next higher fair. Student projects will be locked until the next higher fair SRC can review them. The projects will remain locked unless the SRC asks for specific corrections.

FINALIZE MEANS FINAL! Do **NOT** complete this step unless you are certain that you are absolutely finished selecting winners. You can't go back and edit your winner list after this step. This step will **LOCK** your projects and send the data to the next fair. Be very sure before you finalize!!

Note: Projects will remain locked unless the next fair's SRC unlocks them by requesting corrections. Students who are selected to advance will see a notification on their screen the next time they log in. They will be asked to confirm their entry to the next fair and choose a new category and may update their title and abstract at this time. Once the next fair's SRC chair reviews and approves the project, it will be locked. No more editing unless the SRC unlocks it asking for corrections.

Tools Menu

Miscellaneous

Register a Student

This feature is only available for school fairs. This is how a school can manually upload parental permission paperwork (in the case that a student's parent has no e-mail or ability to do it electronically). You will manually create the student user account, and upload the paperwork. A username and password will be created for the student. A student will not be able to login until parental permission is received either electronically or via-upload here.

User Management

Using this tool you can find a user within your school and edit their profile. This is how you could reset a lost password for example.

Add Fair Admin

You can add administrators to your fair. Administrators will have the same rights, dashboard and access that the original school fair administrator has. These are people who help you manage the fair.

Edit School Information

Modify or update any information pertaining to your school.

Pre-Approve All Projects

This tool will approve all projects entering your fair. This will sign the Form1B with the specified information for your Regional or State Fair. This tool is used for fairs who had the same SRC reviewing the same projects at a lower level already. This is so that those reviewers don't have to review the same projects again.

Fair Statistics

Look at your school/project numbers per category etc.

Fair Management Window

Teachers

Here you can list and manage teachers/adult sponsors

1. You can Register a new teacher
2. Edit a profile (reset a password, change name, etc)
3. Navigate to a particular teacher's dashboard
4. Remove a teacher (if they have no students)

Students

Here you can monitor, list and manage your students or remote into their accounts to help them

Projects

Lists to manage your projects

SRC Members

List and manage your SRC members

IRB Members

List and manage your IRB members

Student Registration

Any student wishing to register must use a special link provided by that school. This link is found on the school dashboard at the bottom. Either of the two links will work (they both point to the same place). Every school has it's own unique link. Make sure (if you have multiple schools) you are on the correct dashboard before sending the link to a student. The link works for that school only.

If a student had an account last year, the student will not need the link. The student will login with their username and password and choose their school and teacher for the new season.

When a student tries to setup an account, they will be asked for their parent's e-mail. An e-mail will be sent to the parent from scienteer that contains instructions on signing the Media Release, Form1B, COPPA statement, and any other parental permission. This will be done electronically.

Note: Until the parent responds with permission, the student will not be able to access his/her account, nor will that student be listed under your school (they are hidden until their parents give consent).

If a parent does not have access to the internet or e-mail, students have the option for printing out the physical forms and bringing them home to be signed. The students must return the signed forms to the teacher or school fair administrator to scan as PDF and then upload into scienteer using the "Register Student" Tool.

Switching Between Roles and Dashboards

Many users (with the exception of students) may have multiple roles. You may be a Fair Admin, Teacher, SRC Member etc. Each role has it's own unique dashboard. To navigate between your roles use the left hand menu "Role Chooser". Practice switching between your roles and viewing the different dashboards.

You always want to make sure you are on the correct dashboard for the role you wish.
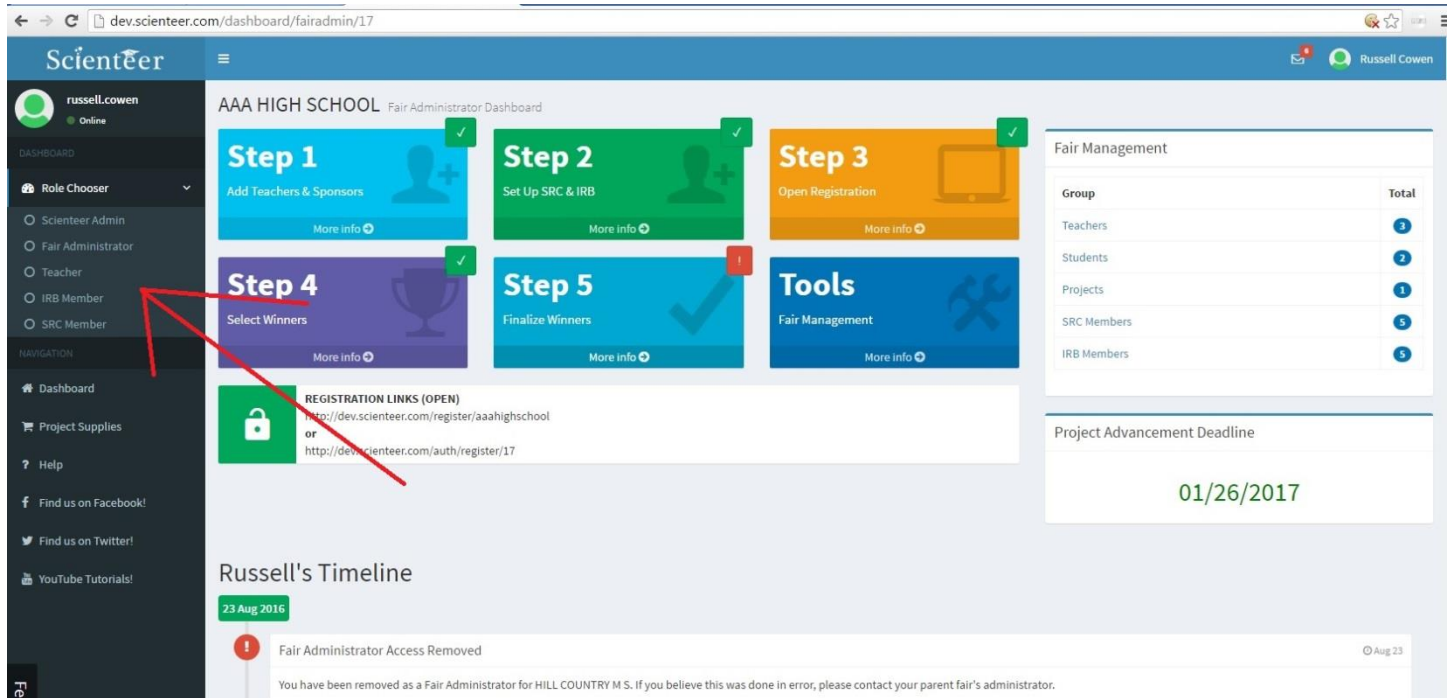
Quick Tutorials

Reset a Password for a teacher, student, src-member or other person

1. Navigate to the correct school admin dashboard (use your role chooser left hand menu).
2. Click "Tools"
3. Click "User Manager"
4. Find the person
5. Click edit profile and change the password

Alternate Method

1. Find the correct list in the right hand fair management menu (i.e. Students)
2. Find the student in the list and click "Edit Profile"