FOSSweb Self-Registered Teacher User Guide

The purpose of this document is to provide detailed instructions for classroom teachers to access FOSS® content, setup classes, manage students, and control access to content within the FOSSweb online content portal. A glossary of common terms is provided at the end of this document.

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1. Logging in to FOSSweb

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<tr>
<td>1</td>
<td>As a Teacher, open your browser and go to: <a href="http://www.fossweb.com">http://www.fossweb.com</a></td>
<td><img src="image1" alt="Teacher Page Visual" /></td>
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<tr>
<td>2</td>
<td>Login in under the Teacher/Admin Login tab in the table on the left hand side of the screen.</td>
<td><img src="image2" alt="Login Visual" /></td>
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</table>
| 3    | You will be taken to your Teacher Page where you can:  
  - Add access codes for new modules or courses  
  - Navigate to a Module Detail Page  
  - Manage your classes  
  - Manage students (if you choose to create individual logins)  
  
  Click on any module under "My FOSS Modules" to explore the module detail page. See the | ![Teacher Page Visual](image3) |
## 2. Adding Access Codes & Managing Modules

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| 1    | Once you’ve created and logged in to your FOSSweb account you will need to add an **access code** to view or use any content. Access codes may be either temporary trial codes or permanent purchase codes. **Permanent access codes are found on the inside front cover of your Investigations Guide.**  
  
  From your My Teacher Page, click on "Activate Your Access Code." A pop-up will appear with text boxes to add one or more access codes at a time.  
  
  When you’ve added all of your access codes, click “Submit.” You will now see the appropriate modules listed under My FOSS Modules. |
| 2    | To manage which of the FOSS modules you’re entitled to are visible on your My FOSS Modules page, click “Manage My FOSS Modules.”  
  
  From the pop-up, check any modules you wish to show and uncheck any modules you wish to hide. You may change visibility on your modules at any time.  
  
  When finished, click “Submit.” |
3. Navigating a FOSSweb Module Detail Page

**Step 1: Profile Access Bar**

- Click **Edit Profile** to update your basic information and preferences.
- Click **Log Out** to be completely logged out from the FOSSweb system.
- Click **Help** to access FOSSweb technical help and FAQ.

**Step 2: Main Menu**

Access program information, implementation tips and tools, professional development resources, technical and program support, and link to deltaeducation.com to purchase program components or replenish equipment kits.

**Step 3: My Teacher Page**

Use this link to return to your FOSSweb teacher page at any time to select a different module or course or manage your classes and/or students.
4 Resources by Type or Investigation

The Resources by Type tab (default view) shows all of the module or course resources available by type:

- Teaching the Module
- Materials and Kit Information
- Teacher Resources
- Digital-Only Resources

The Resources by Investigation tab breaks out module content by Investigation and Part to show just what’s needed for that lesson: the teacher prep video, focus question, notebook sheets, teacher masters, interactive whiteboard activity (K-5) or teaching slides (6-8), and any assessment tools.

5 Teaching the Module

In this section you’ll find helpful resources for prepping and teaching each lesson, including:

- Investigations Guide eBooks (Both interactive and PDF-based)
- Teacher Preparation videos for each investigation
- FOSSmap online assessment (grades 3-5)
- Important updates and helpful teaching notes
- Home/School Connection resources for family engagement in English and Spanish

6 Materials and Kit Information

In this section you’ll find information to help you manage and maintain your FOSS equipment kits, including:

- A PDF version of the Investigations Guide Materials chapter
- Equipment Kit contents
- Equipment photo cards for easy identification in English and Spanish
- Safety Data Sheets
- PDF posters and card sets in English and Spanish
Teacher Resources

In this section you’ll find downloadable and printable professional learning resources, including:

- Blackline masters for notebook sheets, teacher diagrams, and assessments in English and Spanish
- Assessment coding guides (answers and rubrics)
- Teacher Resources chapter PDFs
- Planning Guides and other state-specific resources
- Support for NGSS three-dimensional learning

Digital-Only Resources

Within this section you’ll find digital-only program components, including:

- Multimedia like interactive activities, virtual investigations, and virtual tutorials
- Student eBooks in English and Spanish
- Streaming videos
- Interactive whiteboard activities (K-5) and PowerPoint® teaching slides (6-8)
- Science and engineering career database
- Vocabulary
- Regional resources
- Recommended books and sites

4. Creating a Class with Common Credentials

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<tr>
<td>1</td>
<td>From your teacher page in FOSSweb, scroll down to the My Class Pages section and click the “Add A New Class” button. We recommend that common credentials be used for classes at grades K-2.</td>
<td><img src="image" alt="Creating a Class with Common Credentials" /></td>
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</tbody>
</table>

**Note:** Classes with common credentials will not be able to use FOSSmap online assessments. If you wish to use FOSSmap, please see the [Creating a Class with Individual Student Accounts](#) section.
2 Under Class Type select “Common Class Login”

Give the class a page title, then choose a unique username and password for your students to use.

Finally, select the FOSS modules or courses to which this class should have access.

Click the “Submit” button to continue, or “Cancel” to go back to your teacher page.

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3 Once you have created a class it will be listed in the My Class Pages section of your teacher page. You will have four options available for each class:

- Manage Class Page
- Add A New Note
- Assign Content
- Edit Class Login Info

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### 5. Creating a Class with Individual Student Accounts

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<tbody>
<tr>
<td>1</td>
<td>From your teacher page in FOSSweb, scroll down to the My Class Pages section and click the “Add A New Class” button.</td>
<td><img src="image" alt="Add a New Class Visual" /></td>
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### Ms. Warnock's Kindergarten Class - Common

**Titles For This Class:**
- Trees and Weather
- Animals Two by Two

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### Ms. Warnock's Third Grade - Indv Stud

**Titles For This Class:**
- Trees and Weather
- Structures of Life

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[Image of My Class Pages]

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2 Under Class Type select “Individual Student Logins”

Give the class a page title and select the FOSS modules or courses to which this class should have access.

Click the “Submit” button to continue, or “Cancel” to go back to your teacher page.

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3 Once you have created a class it will be listed in the My Class Pages section of your teacher page. You will have five options available for each class:

- Manage Class Page
- Add A New Note
- Assign Content
- Manage Students
- Upload Students

Please view “Uploading Students with a CSV File” or “Manage Students” to create your student usernames and passwords in your newly created class.

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6. Uploading Students with a CSV File

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<td>1</td>
<td>Self-registered teachers can upload class rosters of up to 150 students with a simple CSV file. From your teacher page in FOSSweb, scroll down to the My Class Pages section and click the “Upload students” link on the class title bar for your Class with Individual Students. You first need to prepare your roster by downloading your class information from your</td>
<td>![Ms. Warnock's Third Grade - Indiv Stud](Ms. Warnock's Third Grade - Indiv Stud)</td>
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student information system or by creating a spreadsheet with your student information. Required fields are: first name, last name, email, password. The file MUST have a header row. You can download a template from the Upload Students interface.

When creating your file...

1. Fields must not include commas (Harry Potter, Jr. should be listed as first name = Harry and last name = Potter Jr)

2. Names are not required to be accurate. For security reasons you might wish to use “Student A,” “Anna B.” or “P. Rodriguez.”

3. Emails are not required to be functional but they must follow the [something]@[something].[something] format and are NOT case-sensitive. If your students do not have district-provided email addresses we recommend using your district domain to create “fake” addresses (harry.potterjr@hogwarts.edu).

4. Passwords must be a minimum of 8 characters.

3 From the upload page, you will locate your CSV file by clicking the “Browse” button. Only files in the correct format will be available to select. Click the “Upload file” button once you have chosen your file.

4 The upload process is not immediate. A green acceptance message box will indicate that your file has been accepted and that it will email results to your username email address. You need to make sure your email firewall allows email from “schoolspecialty.com” in order to receive the email. Alternatively, you can check back into the class after 15 minutes to verify whether the upload was successful.

You can upload another file to the same class or exit the Upload Students screen by clicking “My Teacher Page.”
5 If you do receive an email, it will list any errors in upload. You can note which students had errors and either enter these students manually (see Managing Students) or recreate a CSV file with only the listed students from the email and the corrected information.

6 Click on “Manage Students” on your class page title bar to view uploaded students. Go to the Managing Students section for information on this page.

7. Managing Class Pages

<table>
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<tr>
<td>1</td>
<td>The “Manage Class Page” option allows you to:</td>
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<tr>
<td></td>
<td>• Rename your class</td>
</tr>
<tr>
<td></td>
<td>• Edit or delete any student-facing class notes</td>
</tr>
<tr>
<td></td>
<td>• Change which modules the class can view</td>
</tr>
<tr>
<td></td>
<td>• Delete your class</td>
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</table>

These features are the same whether your class has common credentials or individual student accounts.
The “Add A New Note” option allows you to add a new note to one or more of your classes.

If your class has common credentials, you will see the “Edit Class Login Info” option. Click this option to update the common username and password for the class.

If your class has individual student accounts, see the Managing Students section.

8. Managing Students

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<tr>
<td>1</td>
<td>If your class has individual student accounts you will see the “Manage Students” option. Click this option to manually add, edit, and delete individual student accounts from your class. The information on this page is easily printable or downloadable for your records. Each student record has: First Name, Last Name, Email Address, Password. <strong>NOTE: Always consult your district’s student privacy policies before creating individual student accounts. See the Website FAQ section in FOSSweb help for more information on our student privacy policies.</strong></td>
</tr>
</tbody>
</table>

This is a new empty class
Click the First Name, Last Name, or Password fields to change them at any time.

Click the red “X” button next to individual students to delete them.

This class has ten students in it

2 To ADD students to your class you must enter data for each of the four required fields: First Name, Last Name, Email, and Password.

**First and Last Name:** You are not required to use full names or even real names for each student (Example: Robb S., Student A, Student 123).

**Email:** We recommend school-assigned email addresses are used as student logins. If your school does not assign student email addresses we recommend creating an email-style username using your district domain (Example: @conval.k12.nh.us). This username does not need to be a valid email. Once created, it cannot be changed as this is how your students are identified in the FOSSmap online assessment system.

**Password:** Passwords should be secure enough that students cannot guess each other’s password as this login is used to take online assessments.

Click the “Save” button to add additional students.

3 To EDIT students, click in any of the editable fields to change the data.

Editable fields are: First Name, Last Name, and Password.

Click the “Save” button to save your changes.

**NOTE:** Students cannot be in more than one class at a time. If you try to add a student to your class who is already assigned to a different class, you will get an error message. You will need to determine which other teacher has a class with the same student username and have them delete the student from their class or delete the class.

4 To DELETE a student, click the red X on the right end of their row.

**ERROR**
A student with email robb.stark@conval.k12.nh.us exists in another class. Please ensure the email address is unique.
NOTE: At the end of the school year, teachers should delete the students from their classes so the next grade-level teacher can add them to a new class. This function may become automatic on FOSSweb in the near future.

5 You can copy, print, and export data as a CSV or PDF from your class roster.
- Click on “Copy” to copy student information to your computer’s clipboard. You can paste the information in any available software program, such as Microsoft Excel, Word, Google Sheets or Docs.
- Click on CSV to download a CSV file of all student data. This is a great option if you want to retain any manually-entered student information. You can also modify the created spreadsheet to expand row height to cut out for students.
- Click on “PDF” to create a PDF of the student information.
- Click on “Print” to print the browser window with all the student information.

9. Assigning Content to Classes or Students

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<tr>
<td>1</td>
<td>The “Assign Content” option allows you to show or hide select pieces of FOSS content to the entire class (common credentials) or to individual students (student accounts). Click “Assign Content” and select the module or course for which you would like to show or hide content. Content is always shown by default, indicated by a green student icon next to the word “ALL.”</td>
<td><img src="image1" alt="Assign Content Visual" /></td>
</tr>
<tr>
<td>2</td>
<td>For Common Credentials: To toggle selected content off from the class view, click the green student icon next to the word “ALL.” The icon will turn red and “ALL” will change to the number “0.” This means that this content will not display on the class page for students. To toggle the content back on for the class, click the red icon again and it will turn green.</td>
<td><img src="image2" alt="Common Credentials Visual" /></td>
</tr>
<tr>
<td>3</td>
<td>For Individual Student Accounts: To hide content from all students or to assign content to one or more individual students, click</td>
<td><img src="image3" alt="Individual Accounts Visual" /></td>
</tr>
</tbody>
</table>
the green icon next to the selected piece of content.

In the Assign Students pop-up window, select the student(s) to whom you wish to assign content and click "Save."

The student icon will turn orange and display the number of students who have access to that content. Click the icon again to see the list of students with access.

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**Glossary of Terms**

**Access Code:** An alphanumeric code that entitles a teacher to basic and/or premium access to FOSS program content on FOSSweb for one or more modules. For individual modules your access code is located on the inside front cover of your Investigations Guide. Ask your school or district FOSS program coordinator if there is a custom access code for multiple modules that you should be using. See also: **Trial Access Code**

**CSV File:** CSV is a simple file format used to store tabular data. Files in the CSV format can be exported from programs that store data in tables, such as Microsoft Excel, or a student information system.

**FOSSmap:** The name of the FOSS® program online assessment system. Powered by LinkIt, this assessment platform is accessible to teachers and students through the module detail page on FOSSweb.

**Module Detail Page:** The content hub for each individual FOSS module or course. There is both a teacher view showing all resources and a class/student view showing only the resources that students can see.

**Self-Registered Teacher:** A teacher who has initiated their own complete account for FOSSweb. This is in comparison to a district-registered teacher whose account was created by their district SIS administrator.

**Teacher Page:** The main dashboard for teachers within FOSSweb. Access important platform notices, show/hide your FOSS modules or courses, add access codes, manage your classes, manage students, and preview other FOSS content to which you do not have access.

**Trial Access Code:** An alphanumeric code that grants access to FOSS program content for one or more modules for a limited amount of time, typically 60 days. See also: **Access Code**

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**Additional Help Resources**

For additional program and technical support, visit [FOSSweb.com](https://www.fossweb.com) and click the help menu in the top right corner of the screen to access walkthrough videos, additional how-to PDFs, and Frequently Asked Questions (FAQ).