Teacher STEM Wizard Guide

Registration:

Before beginning teacher registration, make sure that your school has been added to STEM Wizard. If it has not, contact your regional fair administrator.

Step 1: Go to the Stem Wizard page for your fair and select the Registration option. Teacher will be one of the options in the drop-down menu.

Step 2: The Teacher Registration is fairly basic, including things like your name, email address, etc. Make sure to select the correct school or fair that you are from in the drop down list. If your school is not listed, it has not been registered with the fair; contact the regional fair director. If all the contact information for your school has been submitted to the fair already, you do not need to enter that information again.


Step 3: Once you have registered, the regional fair director will need to approve your status as a teacher prior to you accessing the account. Do not have students register until you are approved, so that they will be able to select you as their teacher when they register.

Once you are approved, you can log in to STEM Wizard using your email address and password.

Profile Update

If you want to make changes to your personal information:

- Click on your name on the upper right.
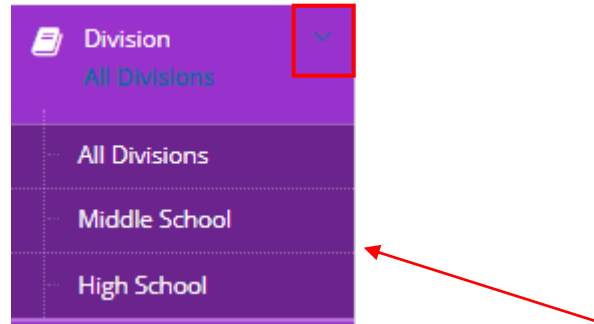- Click Profile.
- Click Edit.
- Submit.
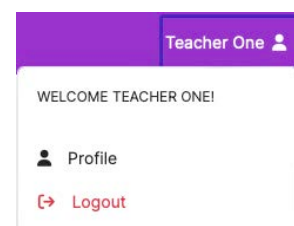
Overview

This guide will help you understand how to view complete/incomplete milestones for students, receive/send messages, login as any of the students, and promote students to the regional fair.

Division

Teacher can use the drop-down arrow to filter by each division as desired by clicking on each division.

Dashboard

Teachers can view each milestone to see how many students have registered and who completed or have not completed the project. To view the status of each milestone:

- Hover the mouse over each milestone.
- You will then see the status of that milestone as shown in below screenshot.

If you click on one milestone, you will see a list of all students along with their names, project status, project name, etc. You can also filter by category, grade, status, and more.

Messages

Teachers can receive messages from fair admin and from students that are assigned to them. Teacher can also send messages to fair admin and students. To send messages:

- Go to Messages tab.
- Click on "New Messages."
- Click on "Contact list."
- Select your desire recipients and click "+ ADD" icon on the bottom right.
- Write the email and click "Send".

Student Management

On this page, the teacher can click on student name to view the student milestone completion as well as login to the student profile. To log into the student's profile:

- Click on the Action drop-down bar.
- Click Login. (Your computer must be set up to allow pop ups)

ACTION	FIRST NAME ⬍	LAST NAME ⬍	PROJECT ⬍	PROJECT # ⬍	ASSIGNED CATEGORY ⬍	CHILD FAIR(S)
--Select Action--	Student	One	Project 2022		Behavioral and Social Sciences	
	Molly	student	Robotic2022		Animal Sciences 1	New Albany

Dropdown options:
- --Select Action--
- Check-in
- View
- Delete
- Login ←
- Deactivate
- Send Message
- Assign Category

Student Milestones

Click on milestone to see the project details for that milestone in the table below. You can see milestone status and milestone field information submitted by project. Filter the list by status, category, grade, etc. to see which projects have completed a milestone vs. those that have not. If you hover over the milestone, you will see how many projects are completed vs. those that have not been.
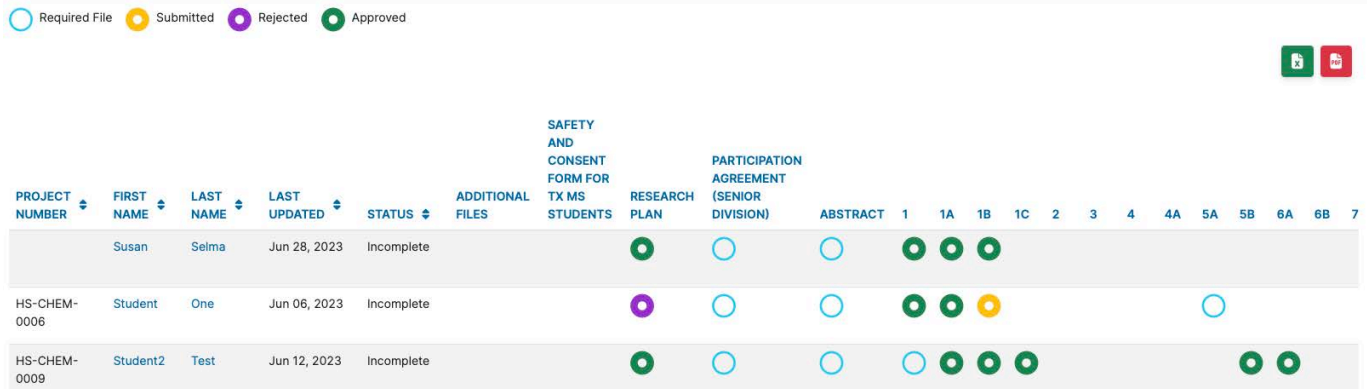

Note: if click on the student's name, you will see the student profile and, as a teacher, you will be able to upload or edit milestone on behalf of the student.

Student Milestone - Files and Forms

To check students' progress on their files and forms, click on that milestone. You will see your students listed with a color coded list of forms. You can click on any of the forms submitted to view them. Until the regional SRC reviews projects, the status of all forms should be Submitted. After SRC review, they should be Approved, unless they have been sent back for revisions (Rejected).

○ Required File ● Submitted ● Rejected ● Approved

PROJECT NUMBER	FIRST NAME	LAST NAME	LAST UPDATED	STATUS	ADDITIONAL FILES	SAFETY AND CONSENT FORM FOR TX MS STUDENTS	RESEARCH PLAN	PARTICIPATION AGREEMENT (SENIOR DIVISION)	ABSTRACT	1	1A	1B	1C	2	3	4	4A	5A	5B	6A	6B	7
	Susan	Selma	Jun 28, 2023	Incomplete			●	○	○	●	●	●										
HS-CHEM-0006	Student	One	Jun 06, 2023	Incomplete			●	○	○	●	●	●						○				
HS-CHEM-0009	Student2	Test	Jun 12, 2023	Incomplete			●	○	○	○	●	●	●							●	●	

Promotion to Regional Fair

Prior to the deadline for promoting students to the next fair, **ALL teachers** will need to do the following.

Step 1: Deactivate students who will not be participating in the regional fair. This is done on the Student Management tab. You can sort "All Students" by "Active" to verify your list of students to promote.

ACTION

✓ --Select Action--
Check-in
View
Delete
Login
Deactivate
Send Message
Assign Category
Manage Team
--Select Action--

Step 2: If the regional fair name is already listed on the purple bar, then your students are already registered for the regional fair; skip this step. If your school name is listed on the top left of the purple bar in STEM Wizard instead of the regional fair name, then you will need to promote each student to the next fair prior to the deadline.

Step 3: All students who are participating will need to complete the milestone "Acknowledgment of Participation". The regional SRC will then review those projects.

Note: For advancement from district to regional fair or regional fair to state fair (where students only advance after winning at that fair), the fair administrator will promote the students.