

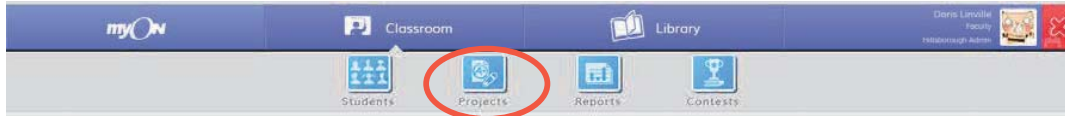
myON 3.0 – Faculty- Creating and Assigning Projects

☒ To download a “Project” as “Faculty”:

- a. Log in as “Faculty”
- b. Click on “Classroom” on the top of the page



c. Click on “Projects”



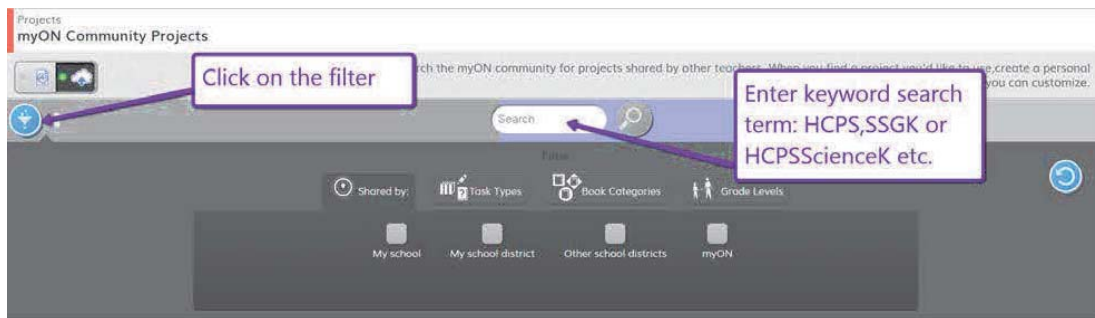
d. Here is the option to create a new “Project” or search for a “Project” in the cloud.

e. Click on the Cloud.



f. The following page will appear. Complete the fields necessary to search for the project.

*see below for keyword searches for Hillsborough County.



*Key word searches for Hillsborough County are as follows:

HCPS-will pull all projects created for the county

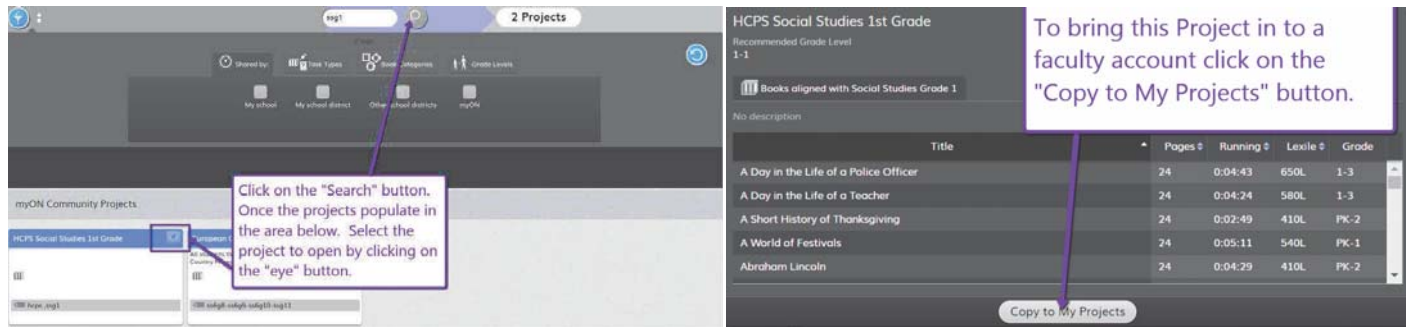
Journey-will pull all Journey Projects for ELA

SSGK, SSG1, SSG2, SSG3, SSG4, SSG5- will pull all the Social Studies

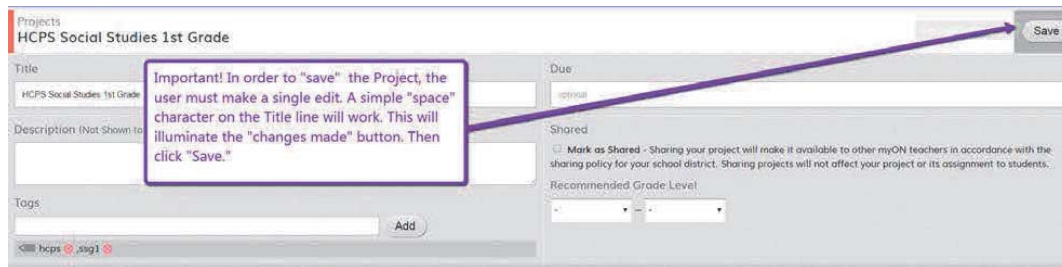
HCPSScienceK, HCPSScience1, HCPSScience2, HCPSScience3, HCPSScience4,

HCPSScience5-will pull both semesters of science

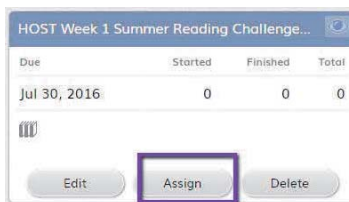
g. A series of projects will populate, click on the "eye" button to view details of the project. If the project meets the needs, click on the "Copy to My Projects" button to bring this Project in to a faulty account.



* Important: In order to "save" the Project, the user must make a single edit. A simple "space" character in the "Title" field will work. This will illuminate the "changes made" button. Then click "Save".



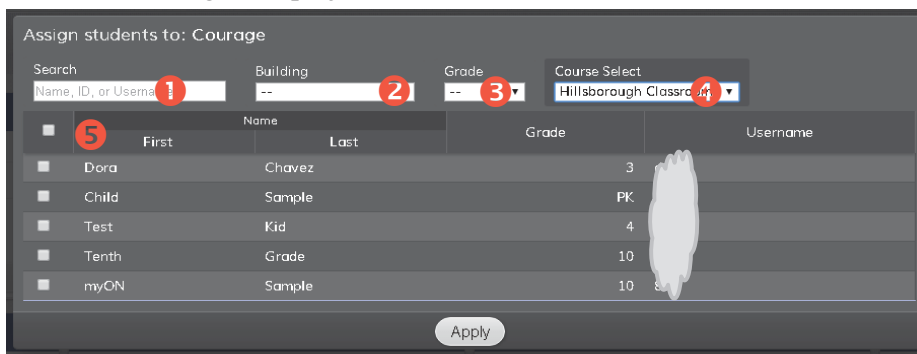
Once the "Project" is saved, you will get a card that will look like below:



- a. On this page the user will see all the projects created or copied from the cloud. Once these projects are assigned, they will appear in "Active Projects" at the top of the screen. Project that are not currently assigned will show on the bottom of the screen under "Inactive Projects"

Click on the "Assign" button.

- b. Once the user clicks on the "assign" button, a box will appear prompting the user to find the students to assign that project.



- c. Find students by Name, ID or Username (1) Building (2), Grade (3) or Course (class) (4). Pick students, one by one or a whole class, grade or the whole school (5)
- d. Make sure to click "Apply".
- e. To unassigned the project follow the same steps, unclick the box and click "Apply".