

TEACHER INSTRUCTIONS FOR SETTING UP AND ADMINISTERING THE CONCEPT MAPPING TOOL

[Note: Your account must first be created by the site administrator]

- Go to <http://www.senseit.org/>
- Click on Assessments.
- Click on the link for "Concept mapping tool."
- This will take you to: <http://www.howiknow.com/tangible/senseit/login.php>
- Log in with your first name and last name, and password (assigned at the workshop).
- You will be taken to the administrative page.

- You can add students, using any names you choose and any passwords you choose.
- You can add students one by one, or you can add a group (for instance, upload a roster). There are instructions for the roster format on the upload page. You will be asked to confirm the list before finalizing the upload. Note that although you upload in the order of lastname,firstname (with comma in between), the student logs in the order of firstname lastname (with space in between).
- You can give one password to each student or one to the entire class.
- Student names and passwords are not case sensitive, but the name the student enters must be the name you uploaded.
- You will see your students listed immediately.

- From this page, you will be able to view your students' maps.
- If a student finalizes his/her map in error, you can reverse the finalization on this page. Click on the student's name and then click on "Re-enable editing."
- You can also finalize a student's map yourself if you wish. Click on the student's name on your administrative page and then click on "Mark as complete."