

Sci^{•••}ent[🎓]eer

2018

Student's
Guide

www.scienteer.com

Student Guide

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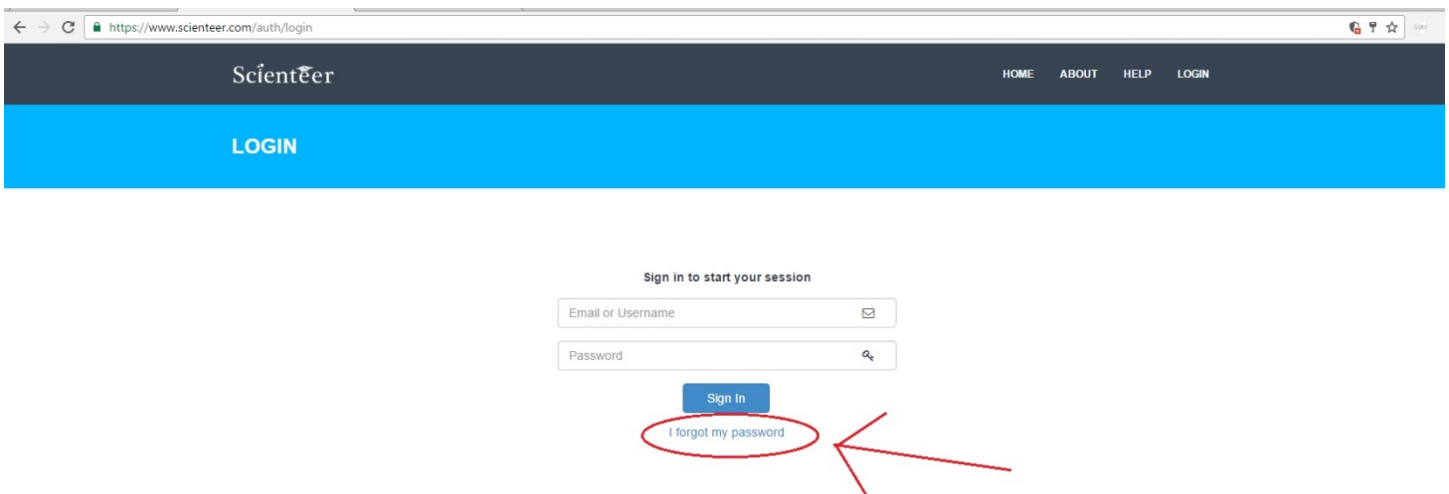
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Registration

Returning Students (students who had a Sciencēer account last year)

Logging in for the first time this season

1. If you had an account last year, simply go to www.sciencēer.com and log in. ([skip to page 4](#))
2. If you forgot your password, click "I forgot my password". (see below)
3. If you did not have an account last year, you will need to set one up. ([skip to page 5](#))



You have three choices to recover your password.

- a. You can have it sent to the e-mail address you used last year.
- b. You can answer secret questions and reset it.
- c. If you can't get it to work, have your TEACHER contact support@sciencēer.com

RESET YOUR SCIENTEER PASSWORD

Please enter your email address you used to set up your Sciencēer Account. If you are having trouble receiving emails, please check your spam inbox and add support@sciencēer.com to your contacts list.

You can also contact your teacher or fair administrator if you are having trouble logging in. They will be able to reset your password.

E-Mail Address

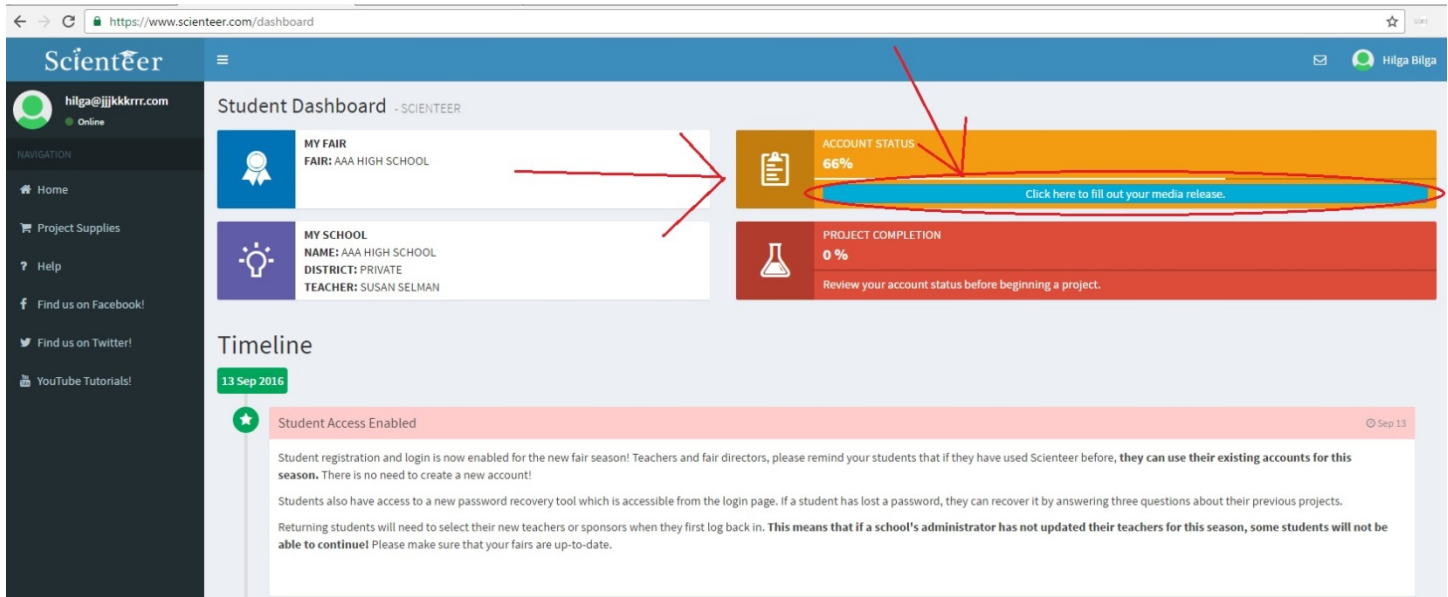
[Send Password Reset Link](#)

or

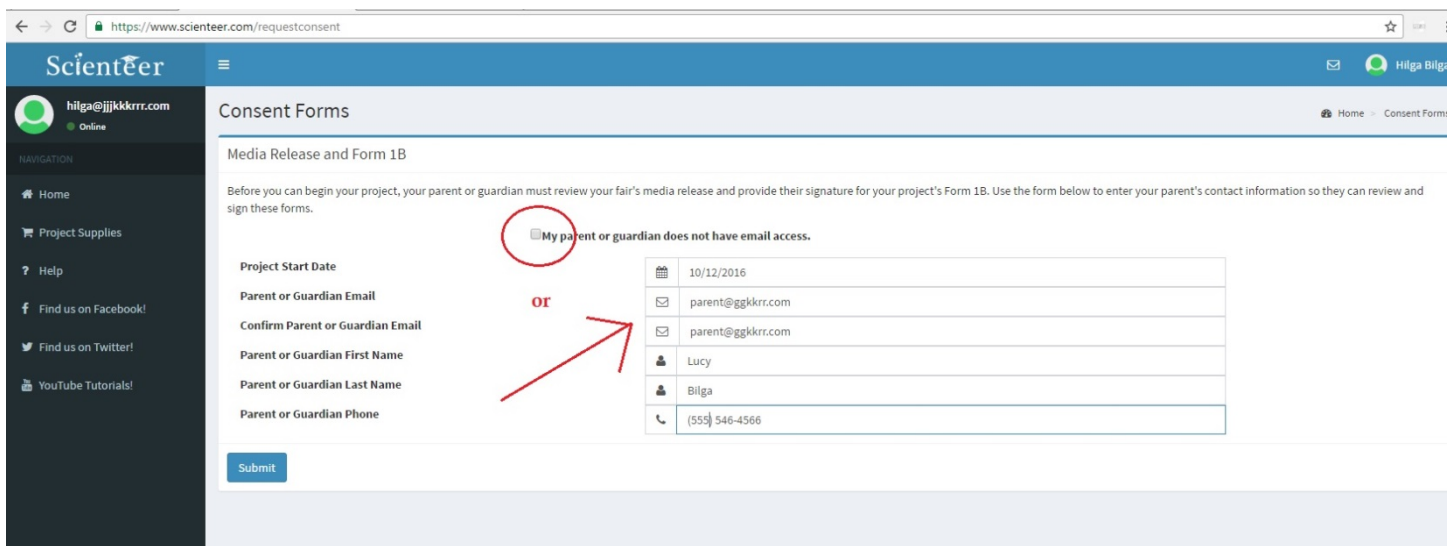
[Answer Secret Questions](#)

Getting your parent's permission

1. Once you have logged in, you will be taken to your dashboard. You will not be able to go any further until your parents give their permission.
2. To get your parent's permission, click "Click here to fill out your media release" in the orange box.



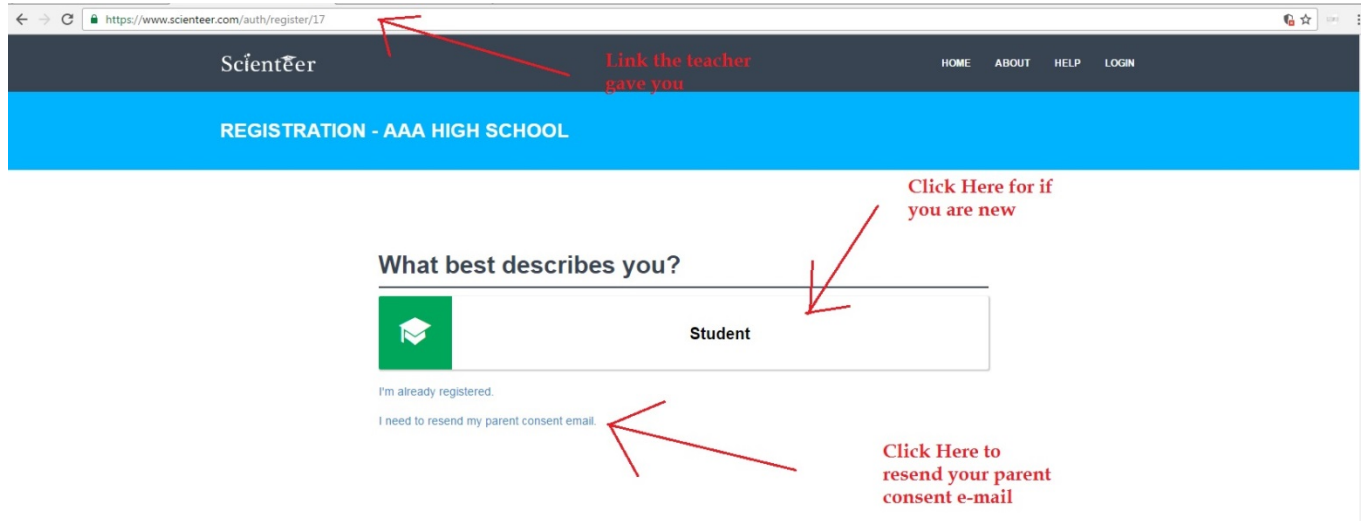
3. Here you have two choices to get your parent's permission
 - a. Fill out the information and enter your parent's e-mail. Your parent will receive an e-mail from scienteer and your parent can follow the link in the e-mail to give their permission electronically.
 - b. If your parent does not have e-mail, or is not getting the e-mail, click "My parent or guardian does not have e-mail access". You will be given the option to print out the documents and take them home to get them signed. After they are signed bring them back to your teacher, your teacher will then activate your account manually.



New Students (first time using Scienteer)

Creating your account

1. Your teacher must provide you with a special link to register.
2. Follow the link your teacher gave you to access the registration page for your school and click "Student".



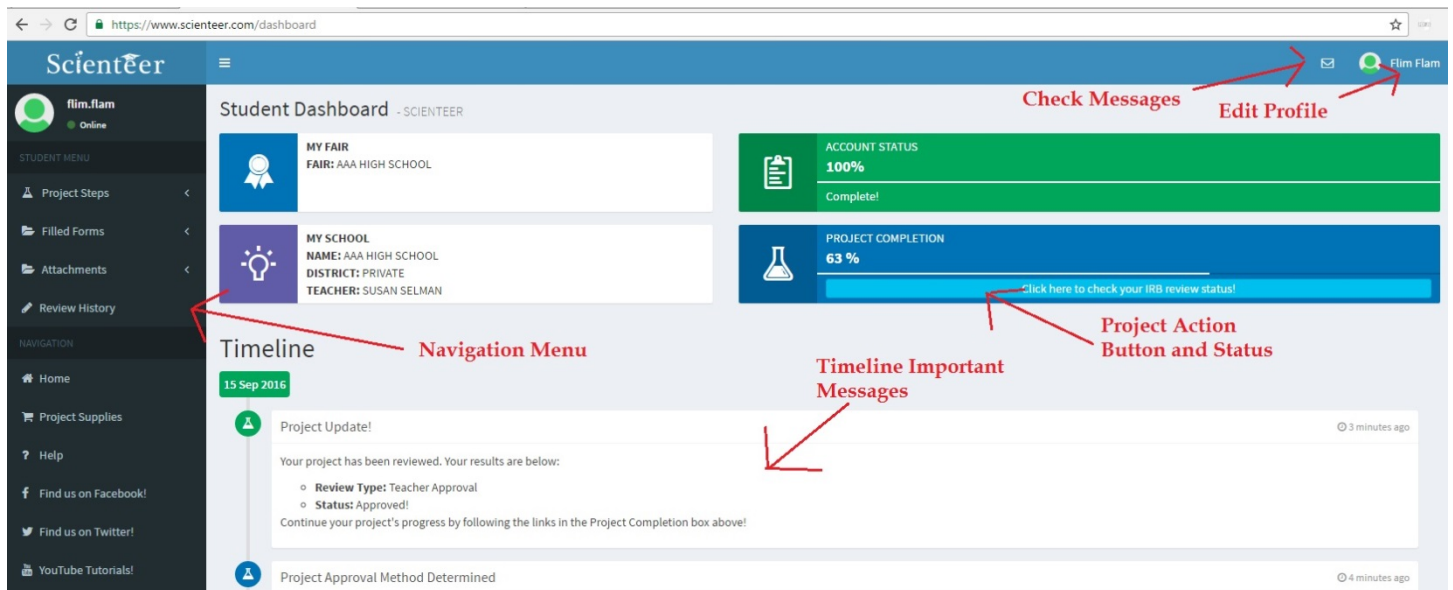
3. This will take you to a page to fill out your basic information. At the end you have two choices for getting your parent's permission. **Your account will not work until your parent gives you permission.**
 - a. Fill out the information and enter your parent's e-mail. Your parent will receive an e-mail from scienteer and your parent can follow the link in the e-mail to give their permission electronically.
 - b. If your parent does not have e-mail or is not receiving the e-mail, click "My parent or guardian does not have e-mail access". You will be given the option to print out the documents and take them home to get them signed. After they are signed bring them back to your teacher, your teacher will then create your account manually.

General Dashboard Navigation

This will be the main page where you manage your project. There are 5 Main parts to your dashboard:

Navigation Menu, Timeline, Status and Action Center, Messages and Profile:

1. **Navigation Menu** (left side of screen)- Here you can navigate quickly to the following:
 - a. **Project Steps:** Steps must be completed in order. You can navigate to previous steps to edit them or view your upcoming steps.
 - b. **Filled Forms:** Here you can view, print or create pdfs of your ISEF forms at any time.
 - c. **Attachments:** Here you can view any attachments that you have uploaded.
 - d. **Review History:** Here you can read any comments that have been made by teachers or reviewers.
 - e. **Home:** This will always take you back to this screen, your Main Dashboard Screen.
 - f. **Project Supplies:** Here you can browse through supplies, project boards, equipment etc. Talk to your teacher or parent about ordering supplies.
 - g. **Help:** Takes you to the help menu to help you solve problems. If you can't find the answer, contact your teacher.
 - h. **Facebook:** Takes you to Scienteer's Facebook page
 - i. **Twitter:** Takes you to Scienteer's Twitter page
 - j. **Youtube:** Takes you to our online video tutorial channel for helpful tutorials



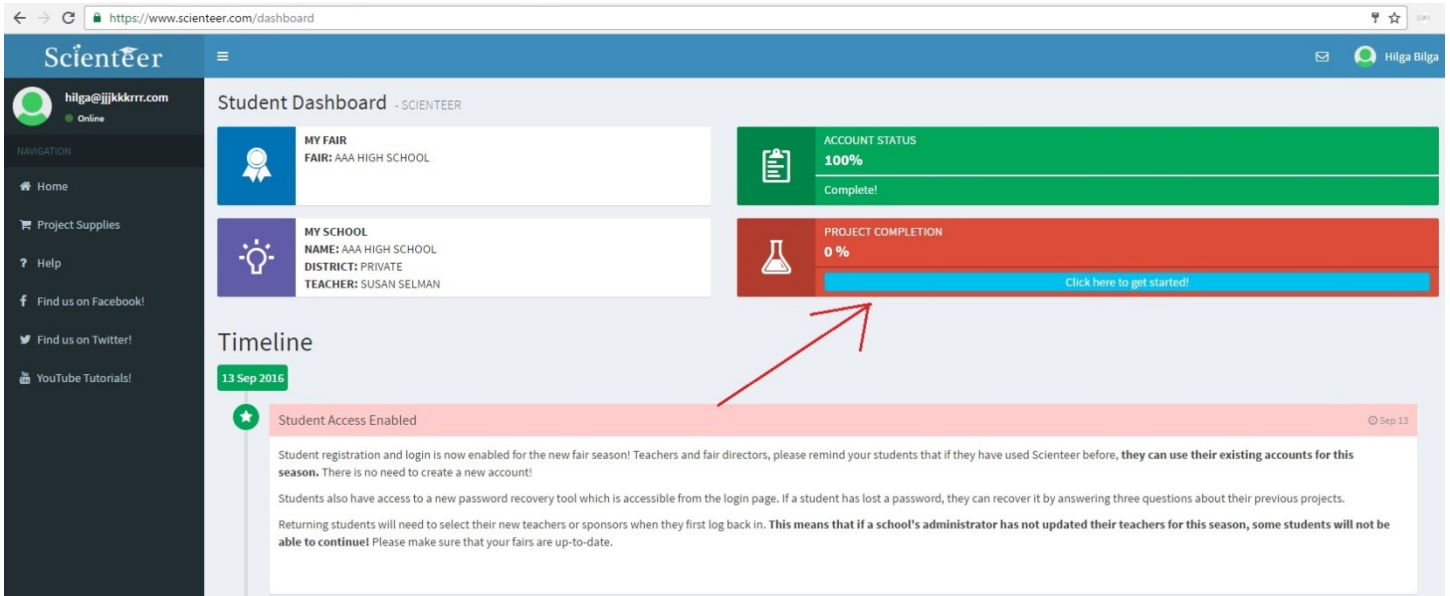
2. **Timeline** (bottom of screen)- Important events, history and notifications are posted here
3. **Messages** (top right mail icon) check for internal messages, Team invites will be posted here
4. **Profile** (top far right) edit your personal info, username, password etc.
5. **Action/Status** (center large blue icon) click to check status and to advance to next project step

Starting a Project

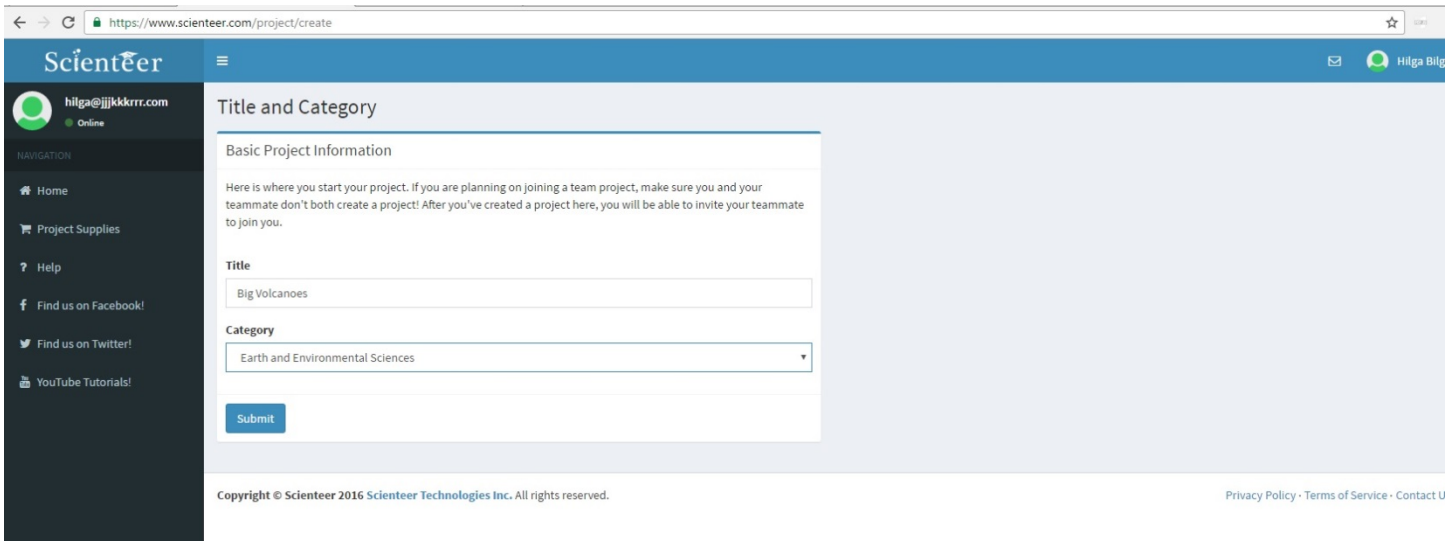
If this is the first time you have logged in, you may be taken directly to your profile page to update your personal information. If not, you should visit your profile (top right hand icon with your name) and make sure the information is correct. When you are finished with your profile page, click “Save” at the bottom, then click “Home” on the left hand navigation menu to navigate to your main Dashboard.

Step 1: Title and Category

To begin, click “Click here to get started” in your Red project completion box. You will always click here to advance to the next step or to check your status.



This will take you to a form to type in your project title and select a category, then click “Submit”. You can come back to this step at any time (using the navigation menu on the left) and edit it later if you need to, so don’t panic.



Step 2: Team Status

Click the “Project Completion Button” or find Step 2 in the left hand navigation menu. This Step is very important. If you start a project as a team, you must finish as a team. If you start as an individual, you must finish as an individual. You can’t add or remove team members later after you have started your project.

1. If you invite a team member and they accept, their project will be deleted. They will become a part of your project. They will lose theirs.
2. You can only invite team members who are registered in the same school and have completed their parental permission step. You can’t invite people who don’t have an active Scienteer account.
3. You can’t invite someone who has already started their experiment or have completed their steps.
4. Teammates should register in Scienteer, get their parent’s permission and stop and wait for your invitation. They should NOT continue on to other steps.
5. Team Invitations will show up in the mail icon at the top of their page. They must open the message and click the link to accept the invitation.
6. Once all members have accepted, then you may continue on to the next steps.

Invite a team member

1. Select your teammate’s name. You can have up to 3 people total on a team, so you can add up to two members. Then click “Submit”. Teammates will only show up in the list if they have properly registered under your same school and have already received their parental permission.
2. Do not go on any further until they have accepted the invitation. The invitation will show up in their “Message” icon at the top of their page. They must read the message and click to link to accept the invitation.

Individual project

1. If this is not a team project, check “This is not a team project” box and hit “Submit”

The screenshot shows the Scienteer web application interface for inviting team members to a project titled "Big Volcanoes". The user is logged in as "Hilga Bilga". The "Invite to Project" form is displayed, showing two invitation entries. The first entry has the username "flim.flam" entered in the "Invitation" field. The second entry has the label "Student email or username" in the "Invitation" field. A checkbox labeled "This is not a team project" is checked. A "Submit" button is at the bottom of the form. To the right, an "Existing Members" table lists "Hilga Bilga" with a "Remove Yourself" button. The left sidebar shows the "Project Steps" menu with "2: Team Status" selected.

Step 3: Project Start Date

Enter the date when you think your actual Experimentation will begin. Not the day you start doing your background research, but the day you actually start experimenting. If you are not sure yet, just make a best guess. You can edit this later if you need to.

Step 4: Survey Questions

This is one of the most Important STEPS!! This is how you setup your project structure and make sure that it follows all of the competition requirements. If you answer these questions wrong, you could disqualify yourself from the competition. Read carefully and answer each and every question that applies to your project!

This is the step that will choose your ISEF forms. Check every box that applies to your project. You must complete the entire survey before continuing on to the next step. If you come back to Step 3 later, you will reset all of your signatures and have to get them again. Navigate through each section and click the bottom blue button to continue each time.

If you think you may have answered a question wrong, you can click the red button and reset the survey.

The screenshot shows a web browser window at <https://www.scienteer.com/project/survey>. The main content area contains a survey with the following questions:

- Sharp objects, power tools, knives, saws, drills, machinery etc.
- High voltage, lasers, radiation, UV light, or microwave radiation etc.
- DEA Controlled substances (qualified scientist and proper licensing required)
- Prescription Drugs (qualified scientist required)
- Alcohol production (must be done at school with TTB permit)
- Firearms or explosives
- Some other activity, material or device that could pose potential danger AND I am working with a Qualified Scientist
- Some other activity, material or device that could pose potential danger to the researcher, other people or the environment
- None of the Above apply to my project

Below the questions, there is a text prompt: "If none of the above apply, please click 'None of the Above apply to my project' to continue." Below this prompt are two buttons: a blue "Next Section" button (circled in red) and a red "Clear and Start From Beginning" button.

The left sidebar contains a navigation menu with items 3 through 18, including "Filled Forms" and "Attachments". The right sidebar shows "Required Extra Forms" with a list:

- Risk Assessment Form (3)
- Qualified Scientist Form (2)

Steps 5-7: (filling forms and research plan)

Keep following the directions and answering questions and continuing on through the next steps by clicking your “Project Completion” action button in the center of your dashboard. If you need to go back and edit a step, use the navigation bar to the left. Steps 5-7 will fill out your forms and your research plan.

Step 8: Research Locations

Enter the information for all places where you will actually conduct your experiment. Pay close attention to the “Type” of location. Types are as follows:

1. Industrial/Place of business: any store, shop, industrial location, agricultural processing center, place of business, private commercial property, a school other than your own, etc. Basically if you need permission to be there, this is your “Type”
2. Regulated Research Institution: any professional research lab, university lab, etc.
3. My School: if you worked in your school. (the one you are currently enrolled in)
4. Home: if you worked at your home
5. Field: public location such as: park, shopping mall etc. or a place with no particular address such as lake, river, or field.
6. Other: Doesn't fit the above category, such as uncle's house or neighbor's garage.

The screenshot shows a web browser window with the URL <https://www.scienteer.com/project/researchlocations>. The page title is "Big Volcanoes" and the breadcrumb trail is "Home > Project > Research Locations".

The main content area is titled "Research Locations" and contains the following text: "Use the form below to enter your research locations. You must have a minimum of 1 location in order to continue. To remove entries, simply delete their text in the boxes below." Below this is a red asterisk note: "* All fields are required for each location."

The form fields are:

- Location 1 Name:** My House
- Location 1 Address:** 45 Willow Rd.
- Location 1 Phone:** (555) 897-8987
- Location 1 Type:** Home (selected from a dropdown menu)

Below the dropdown menu, there is a text input field with the instruction: "If you select 'Other' above, please describe". The dropdown menu options are: "Select a Type", "Industrial/Place of Business", "Regulated Research Institution", "My School", "Home", "Field", and "Other".

At the bottom of the form, there are two buttons: "Add Another Entry" (blue) and "Submit" (green).

The left sidebar shows a "STUDENT MENU" with "Project Steps" expanded. The steps listed are: 1: Title and Category, 2: Team Status, 3: Project Start Date, 4: Survey Questions, 5: Research Plan, 6: Extra Forms, 7: Bibliography, 8: Research Locations (highlighted), 9: External Signatures, 10: Project Approval Method, 11: Teacher Approval, 12: IRB Approval, 13: SRC Approval, 14: Project End Date, 15: IC Signature, 16: SRC Post-approval, 17: Project Summary, and 18: Abstract.

Step 9: External Signatures

Some projects will require that you get supervision from a Qualified Scientist, Vet, Designated Supervisor or other outside person. In that case Scienteer will direct you to get their electronic Signature on the proper forms.

At this step, you will be presented with a link to collect the signature:

1. Click the field with the link and it will automatically highlight.
2. Copy this link and send it in an e-mail to the person who is supposed to sign.
3. When they click the link, it will take them to a page to read and sign.
4. Once the person has signed, you will be able to continue to the next step.
5. Keep checking this step, until all signatures are complete.

Step 10: Project Approval Method

This step runs some additional checks on your project. You may or may not be prompted to enter more information, depending upon your type of project. If you worked in a regulated research institution for example and required prior-SRC approval, here you would be allowed to upload Institutional Approval Documentation if you chose to.

Step 11: Teacher Approval

Your teacher must login and review your project and approve it before you can continue on to the next steps and before you begin your experimentation. Keep clicking "Project Completion" button to check on your status and see if you can move on. Talk to your teacher if you are stuck here, ask him/her to login and review your project. Your teacher will not get an e-mail. They must login and check their account.

Step 12: IRB Approval

If your research involved Human Participants (i.e. your project contains a Form 4), your project must be reviewed and signed by ALL 3 Members of your IRB. Talk to your teacher, the IRB must log in and review your project. Keep clicking "Project Completion" to check the status of your project.

Step 13: SRC Approval

Some projects require approval from an SRC before they start, especially those dealing with Vertebrate Animals or Microbiology. An SRC chair must login, review and sign off on your project before you can continue. Talk to your teacher if you are stuck here. Your teacher should contact the SRC. Keep clicking "Project Completion" to check the status of your project.

Start Your Experiment

Now you can begin experimenting!!!

Step 14: Project End Date

Enter the date you finished or will finish your experimentation

Step 15: 1C Signature

If you worked in a location such as Industrial or Regulated Research Institution, a person at that facility must fill out and sign a Form 1C. Scienteer will guide you to get their signature electronically (see Step 9 above) by copying a link and e-mailing it to them.

Step 16: SRC Post-approval

Some projects may require the SRC to review the project after it was completed. This runs a check, if your project requires it, it will go to the SRC for review. If not, you will be allowed to continue on after the check.

Step 17: Project Summary

You will be asked to answer some additional questions to help summarize your project. Any changes to your original research plan should be noted here.

Step 18: Abstract

This is a SHORT summary of your entire project. Summarize your: Hypothesis, Goal, General Procedure, Data and Conclusion. It must be 250 words or less. This is the document the Judges will see!

Monitor your Project

Even if you are done with your abstract, you need to login daily to check your account. You may be notified that you are advancing to another fair, or that you need to complete some more information. If you are selected as a winner, you must login and choose a new category and confirm that you will be attending the next fair. The process is not over until MAY!!

Getting Help, Support

Check the help menu and tutorials first. Most likely you can find the answer to your questions there. If you can't find help in the documentation, you should always notify your teacher first. Your teacher and school have tools to help you. They can reset passwords, login to your page, etc. If you have any issues, contact your teacher or school. If they can't resolve your issue, the school should notify the regional fair direct director.

Report problems to your Teacher!