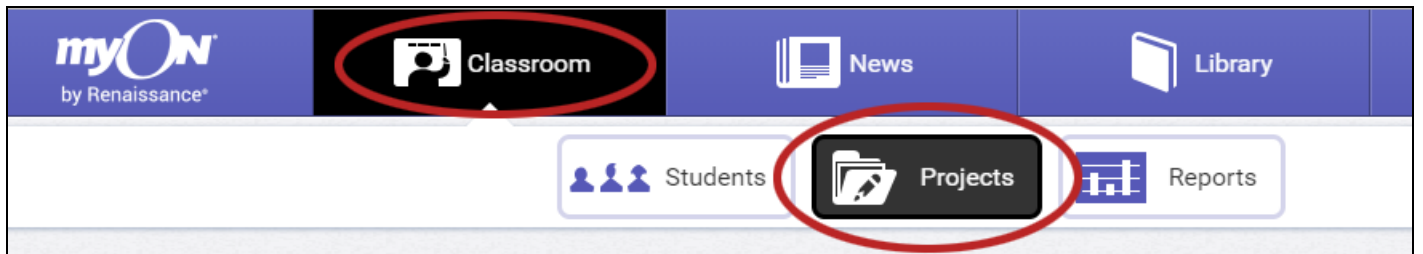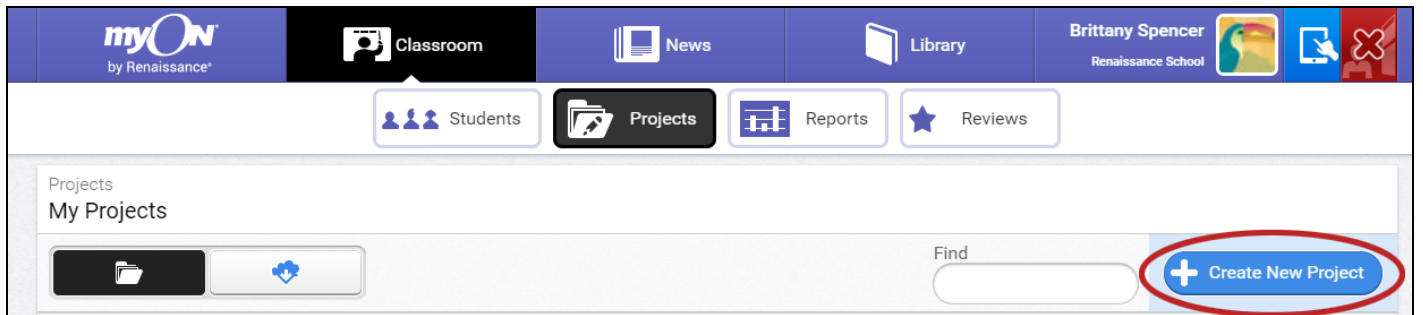# How to Create Projects (Faculty)

As a teacher, follow the steps below to create projects.

1. Log in to myON as a Teacher.

2. From the teacher dashboard (main page), click **Classroom**, then **Projects**.

3. In the upper right-hand part of the screen, click on **Create New Project**.

4. On the Projects page, enter the title of the project in the Title field. The other fields are optional. Choose **Mark as Shared** if you would like to share your project. Tags are only applicable to shared projects, enabling other users to find the project using the shared Find tool.

5. In the Add Tasks section, click on the icon that represents the type of task you wish to add. (In the example above, the Reading Task is circled.) You can add one task to the project or multiple tasks.

- If you select **Reading Task**, enter the title of the reading task you selected in the Title box. The Task Objective is optional. On the right side of the window, you can choose which activities or options are available to students when they read the books; for this project only, your choices will override school-level settings. Click on **Manage Books** when you are ready to proceed.

Search for what you want to include in the project. You can search for books by title, series, author, publisher, or description, and you can filter the results by fiction vs. nonfiction, Lexile® level, ATOS book level, guided reading level, grade level, language, or book type (by length or audio availability). Select **Find Books**. In the results, check the books that you would like to make part of the reading task in the project. Once you add books, you can use the drop-down list above the book list to choose how many of the books students must finish to complete the task. When you're done, click outside the window. Then, close the reading task using the red **X**.

- If you chose a News Task (if available based on your license), enter a title. (The Task Objective is optional.) On the right, search for articles by keyword. In the results, click the eye to see the contents of the article or the **+** to add the article to the project list on the left. If you choose more than one article, you can use the drop-down list above the "In my project" list to choose whether the task is complete when a student reads all articles or just one article. When you've finished selecting articles, click **Accept**.

- If you choose a Graphic Organizer Task, enter a title; then, choose the type of chart or diagram that you want the students to make. When you're done, close the task. For more information, see Graphic Organizer Project Tasks (graphic-organizers).

KWL Chart

Venn Diagram

Main Idea and Details

Cause and Effect

Event Timeline

Knowledge Map

Character Map

Make a Prediction

The Five W's

Word Meaning

Think, Pair, and Share

KWL-S Chart

- If you choose a Writing Task, enter the title; the Task Objective is optional. Use the **Word Goal** and **Time Goal** drop-down lists to choose goals as needed. If you want other students to comment on a student's work, check the **Peer Review** box. When you are done, select **Add Item**; then, enter a name for the writing task checklist item. If you want your writing task to have more than one item, enter the information for each additional item as needed, and each will be added to the list at the bottom of the window. When you're done, close the task window.

Title

Types of rocks

Task Objective

Describe the three types of rocks we're studying and how they are different.

Word Goal 75 Words Time Goal --- Peer Review Peer review allows other students in this project to view and comment on this writing task.

Writing Checklist

Add Item
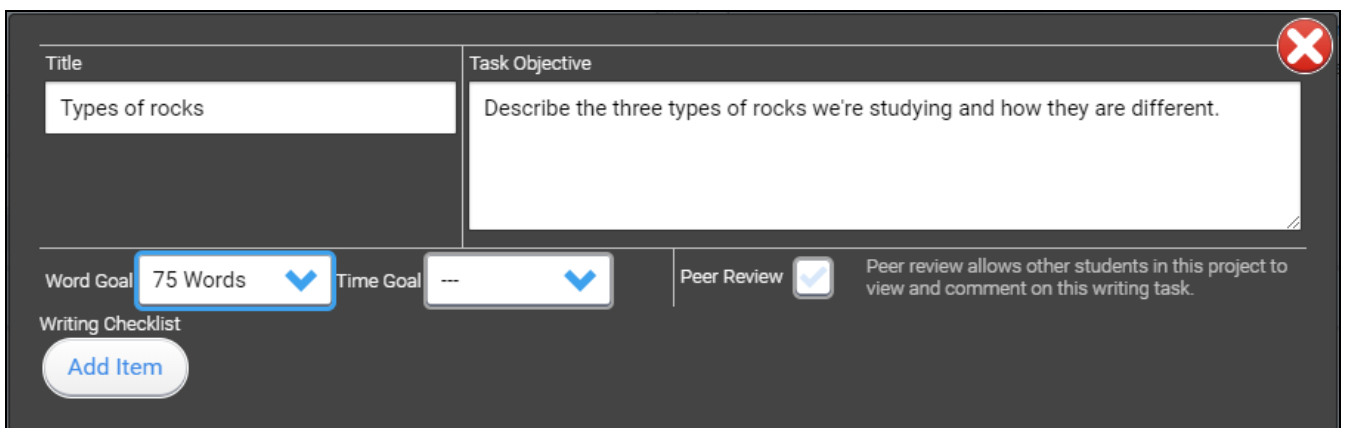
- If you choose an All Purpose Task, enter the title and task objective. Then, close the window.

Title

Task Objective

- If you choose a Lexile® Exam Task (if available based on your license), enter a title. (The task objective is optional.) Then, choose a Placement Exam or a Benchmark Exam; the text in the window explains the difference between the two. When you are done, close the task window. **Note:** Lexile®/Benchmark tasks cannot be edited; if you want to make a change, you must remove the task and add a new one.

Title

Task Objective

○ Placement Exam

PLACEMENT EXAMS do not consider past test history of current Lexile scores.

Placement exam will be determined solely on the student's current grade.

Placement tests will "reset" the student's Lexile level to the score of the completed placement test. Changes can be more significant than benchmark tests.

● Benchmark Exam

BENCHMARK EXAMS consider past exam history and current Lexile scores.

Determination of which test is presented is based on a number of factors, including current Lexile level and test history.

Benchmark tests gradually adjust the student's Lexile level.

*Once "saved", Lexile exam task cannot be changed — only deleted.

6. Click **Save**. Since the project isn't yet assigned to students, it will be in the Inactive Projects section of the My Projects screen – usually the last project card in that section. The project will be made "active" once it is assigned to at least one student.

Projects
My Projects

Active Projects

Learning about Magnets

Due	Started	Finished	Total
N/A	1	0	24

Edit   Assign   Delete

Inactive Projects

Types of Rocks

Due	Started	Finished	Total
N/A	0	0	0

Edit   Assign   Delete

Related Issues:

How to delete projects (Faculty) (how-delete-projects-faculty)

How to edit projects (Faculty) (how-edit-projects-faculty)

How to create projects (Building Administrator) (how-create-projects-building-administrator)

How to create projects (Specialist) (how-create-projects-specialist)

How to edit projects (Specialist) (how-edit-project-specialist)

How to delete projects (Building Administrator) (how-delete-projects-building-administrator)

How to delete projects (District Administrator) (how-delete-projects-district-administrator)