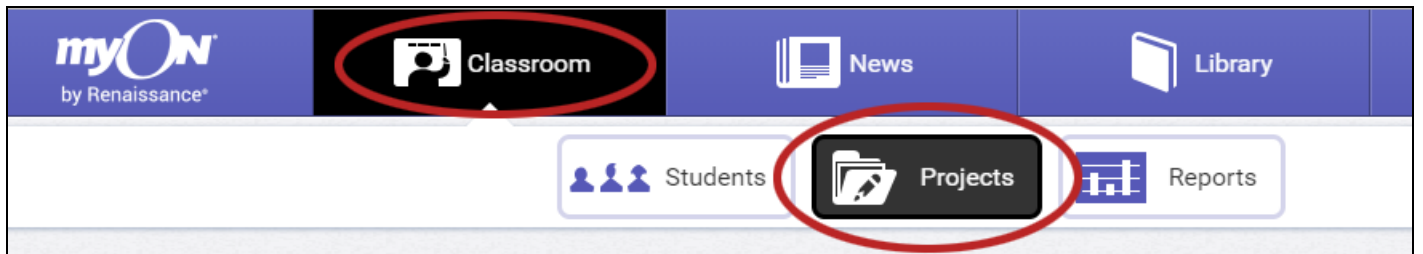


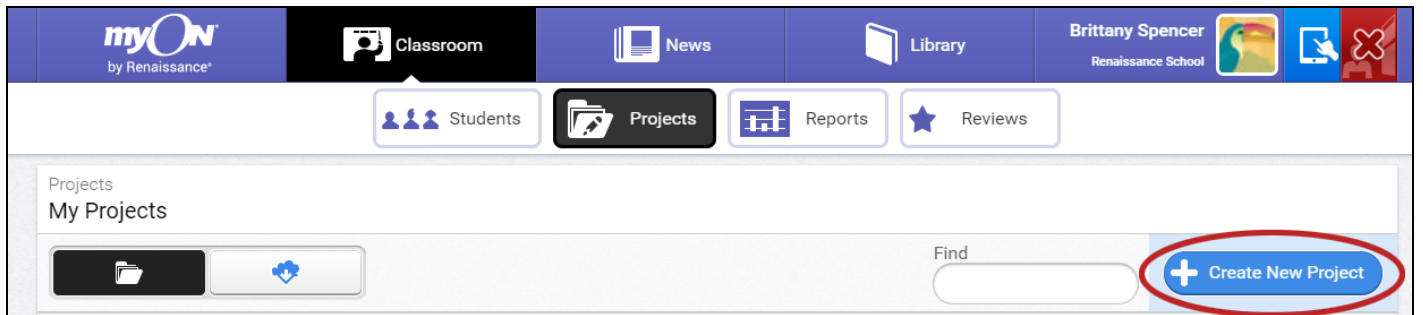
How to Create Projects (Faculty)

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.

Projects changes made [Save](#)

Title

Due

Description (Not Shown to Students)

Shared **Mark as Shared** - Sharing your project will make it available to other myON teachers in accordance with the sharing policy for your school district. Sharing projects will not affect your project or its assignment to students.

Tags [Add](#)

Recommended Grade Level -

Project Objective

Add Tasks Order Tasks

[+ Reading Task](#) [+ Writing Task](#)

[+ News Task](#) [+ All Purpose Task](#)

[+ Graphic Organizer Task](#) [+ Lexile Exam Task](#)

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.

Title

Task Objective

Reader Settings

Disable Audio *

Disable Sentence Highlighting

Disable Word Highlighting

Disable Quizzes

Disable Book Reviews

Disable AR Quiz Link

Disable Literacy Toolkit

* disabling audio will disable highlighting

Project's Book list [Manage books](#)

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**.

The screenshot shows the 'Find Books' interface. At the top, there is a search bar with the text 'rocks'. Below the search bar are five checkboxes for search criteria: Title, Series, Author, Publisher, and Description, all of which are checked. Underneath is a 'Filter' section with several buttons: Fiction (with a unicorn icon), Lexile (with a Lexile logo), ATOS (with a large 'A'), Guided Reading (with 'ABC' icons), Grade level (with a person icon), and Language (with a speech bubble icon). Below these is a 'Book Type' section with two checkboxes: Non-fiction and Fiction, both of which are checked. At the bottom of the filter section is a blue 'Find Books' button and a circular refresh icon.

Below the filter section is a 'Results' table with the following columns: Title, Pages, Running Time, Lexile, and Grade. The table contains five rows of results, each with a checkbox in the first column:

	Title	Pages	Running Time	Lexile	Grade
<input type="checkbox"/>	Rocks and the People Who Love Them	32	0:10:00	800L	3 - 9
<input checked="" type="checkbox"/>	The Science Behind Wonders of the Earth	32	0:24:25	880L	3 - 9
<input checked="" type="checkbox"/>	Metamorphic Rocks	32	0:29:47	970L	3 - 6
<input checked="" type="checkbox"/>	Sedimentary Rocks	32	0:30:25	970L	3 - 6
<input checked="" type="checkbox"/>	Igneous Rocks	32	0:30:34	960L	3 - 6

- 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**.





News Articles

Title
News Related to Rocks

Task Objective









Finishing articles constitutes task completion

In my project

The Science of Our Moon Jul 18, 2019 discovery	 
Stonehenge Mystery Solved Feb 19, 2019 discovery	 

Search

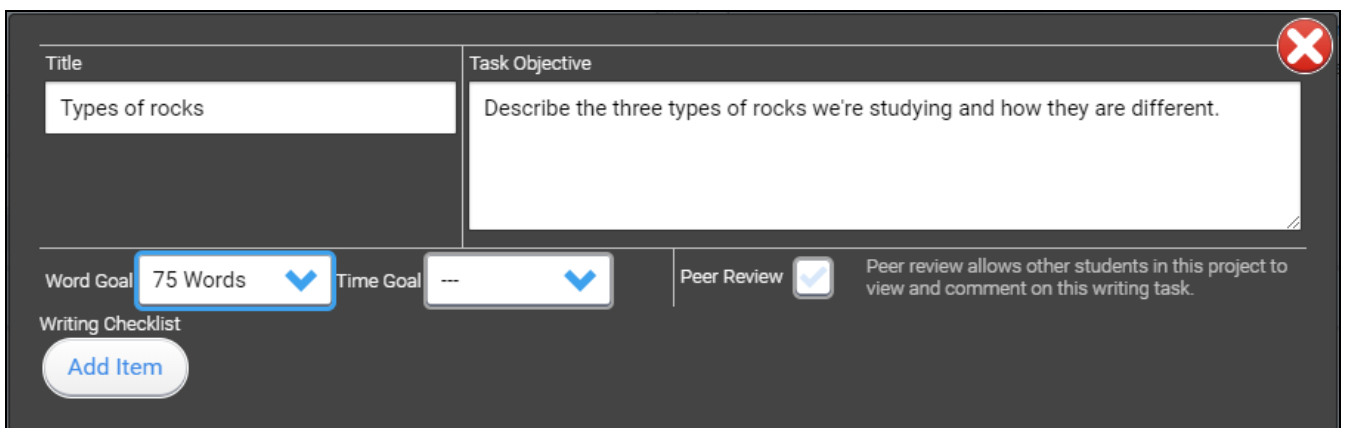
rocks

Oldest Fossils Found? Mar 2, 2017 discovery	 
Stonehenge Mystery Solved Feb 19, 2019 discovery	 
The Science of Our Moon Jul 18, 2019 discovery	 
The Earliest Americans? Apr 28, 2017 discovery	 

- 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 \(graphic-organizers\)](#).



- 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.



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

project or its assignment to students.

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.

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](#)).