



# Caring For our Watersheds: Educator Guide

## Getting Started

<https://app.caringforourwatersheds.com>

Educators will need to create a user account. Students do not need to register. To create an educator account for Caring For our Watersheds, use the quick link above and click “Sign up” or you can sign up and access your account any time through the Caring for Our Watersheds website [www.caringforourwatersheds.com](http://www.caringforourwatersheds.com) by selecting the Educator Portal in the Enter Contest section.

## Educator Portal

<https://app.caringforourwatersheds.com/public/>

Once you have signed in with an account, you will have the ability to register for contests, manage entries submitted by your students, and edit your profile information including setting notification preferences.

## Registering for a contest

<https://app.caringforourwatersheds.com/public/teacher-registrations/new/>

**Educators must register for a contest each year to allow their students to submit entries.** To register, select your watershed and school and then choose the contest you are registering for (i.e.) Ohio 2023-2024. After completing the registration, it will appear on the “Contest Entries” page, which is the page used for managing entries from your students.



## **Requesting new school**

Existing approved schools will pop-up for selection when you start typing your school's name. If you are registering a new school for the program, you can click the available link to request for your school to be added to the system. This brings you to a new page where you can enter your school's information. After requesting your school, educators can continue their contest registration and their school will now appear in the list.

However, students will not be able to create entries under new schools until the school has been approved by the local program coordinator. If you have opted to receive notifications, you will be notified when your school has been approved.

## **Managing contest entries**

<https://app.caringforourwatersheds.com/public/teacher-registrations/>

After registering for a contest, this page is where you can manage the entries from your students. Each entry created by your students will appear in the table showing the entry access code, group information, submitted status, and several action buttons.

## **Teacher action buttons**

### **View/Edit**

The view/edit button allows a teacher to view the same contest entry page that students work from. They can perform the same actions as students (editing sections, submitting work, etc.) The only difference is that for each locked section the teacher will see an "Unlock this section" button which will unlock it, allowing a new edit to be made. Please note that by forcing a section to unlock, the teacher may potentially cause a student to lose some unsaved work.

### **Send access code to group members**

This button sends an email with the entry access code to the classroom email or the emails of all team members on the entry.

### **Reset code**

This button will generate a new access code for the entry and invalidate the old code.



### **Undo submit**

If the contest deadline has not passed, this button can be used to undo a submission that was made by mistake. If a student presses the “Submit for review” button but then needs to make changes to their entry, this button can be used to allow that to happen. Please note that the entry will need to be submitted again once all changes have been completed.

### **Delete this contest entry**

This button deletes the entry from the system. Please note that this action is irreversible, a deleted contest entry cannot be recovered.

## **Student Portal**

<https://app.caringforourwatersheds.com/contest-entries/>

This purpose of the student portal is to allow students to create, edit, and submit entries to a CFW contest. Registering for an account is not required to gain access to this section. All students need to do is navigate to the above URL and click “Start New” to begin a contest entry.

### **Creating a new contest entry**

When creating a new entry, students select their school and teacher and then enter the information for each team member or for their classroom. Teachers must register for a contest to have their name appear for students to select.

After completing these initial steps, students reach the contest entry page where they will complete their entry and submit it for review.



## **Accessing an existing contest entry**

To gain access to a contest entry that has already been created, a student simply needs to enter the six-character access code into the field on the student home page. This code is emailed to any email addresses entered for the classroom / team members when they first create the entry and it can also be sent out to the group with the “Send access code...” button on the contest entry page.

If you would prefer students not access their entries again, an option is to have them collaborate offline and then copy and paste their answers into the form. Contact your local program coordinator for a step-by-step guide of the application questions.

## **Working on a contest entry**

The contest entry page is split up into sections, each with one or more fields for the students to fill out. In each section, the student will click Answer/Edit and then enter their work into the area provided. After entering their work, the student must click the “Save” button within the section or click the “Save your work” button in the top right corner. Clicking “Cancel” will erase any unsaved work they have entered. A student can only have one section open for editing at a time. When the student is finished editing and plans to leave the computer, they should click the Logout button in the top right corner to allow others to access different contest entries.

## **Sessions and section locks for simultaneous editing**

Each section becomes locked for other users when the Answer/Edit button is clicked. This is done to allow multiple students to edit the same contest entry at the same time without losing any work. If a field is locked (currently being edited by someone else), any user who clicks Answer/Edit will see a message explaining that the field is locked and will not be allowed to edit the section. Teachers have the ability to manually unlock any section, however forcing an unlock could cause work to be lost.

To prevent a field remaining locked forever if a user locks it and then leaves the computer, the app includes a 45-minute inactivity timeout. If the user has not made an action (opened a section for editing, saved or cancelled a section edit, or refreshed the page) in 45 minutes, their session will expire and any unsaved work they have will be lost. A warning message will appear 5 minutes before the session expires which allows the user to extend the session if they are still working.



## **Submitting for review**

When the contest entry is fully complete a student should click the “Submit for review” button found at the bottom of the page. Changes will not be allowed to the entry after it is submitted. In the case of someone accidentally clicking submit, teachers have the ability to undo this action as long as the deadline of the contest has not passed. Coordinators also can open an entry for edits at any time.

## **Submitting Top 10 presentations and implementation information**

After judging, if a contest entry has been marked as placing in the Top 10 or as Implementing, additional sections will appear at the bottom of the contest entry page. The process for completing these sections is the same as for the initial sections and students will need to click the submit button again when they are finished working on these new sections.

**Questions? [Contact your local Program Coordinator](#)**