Science4Us Quick-Start Guide

This quick-start guide will take you through the most important things you will need to know about the Science4Us website. Please keep this guide for future reference. If you have trouble or suggestions, please contact our support team at Science4Us.support@explorelearning.com.

.retrieve a Password for an Educator
If you forget your password there is a simple link on the login interface for resetting your password
1. Go to www.science4us.com and click on the Login link in the top right corner.
2. Select the Teacher/Admin button.
3. Below the login interface select I forgot my password and enter your email address.

Editing your Account (personal info)
When you first log into www.science4us.com, you may want to update your personal information, e.g. your name, username, and password.
1. While logged in to your account, click on Account Management on your homepage and then select Teachers.
2. Here you can edit your name, username, email address, and password and click Submit.

Adding Students to your Class
You may want to provide students with access to Science4Us.
1. Click on Account Management. In the dropdown menu, choose Classrooms.
2. In the Student Count column of your class, click on the (#) Add Students link.
3. An overlay will appear with your current students in the left column and the school rosters in the right column.
4. Select your students’ names in the right column. Multiple students can be selected by holding the control key as you click on their names.
5. Click <-Assign to move the students into your Current Students roster.
6. If you have students who do not appear in the school roster, you can manually add them to the school roster by clicking on Account Management and then Students.

Finding Activities
Science4Us has 28 modules with 8 sessions each. Each session has both digital and offline activities.
1. Click on the Teaching Tools link found at the top of the page. In the dropdown, choose Lesson Plans.
2. Choose from Inquiry, Physical, Life, or Earth/Space depending on the science discipline of your desired lesson.
3. In the overlay, you will see the modules available organized by unit. Select a module.
4. A module description, core concept, vocabulary and science content overview are at the top of the page.
5. Navigate to module sessions in the Daily Sessions navigation bar in the middle of the page.
6. The digital activity can be viewed by clicking on the round icon in the middle of the left side of the page.
7. Offline activities are linked at the bottom of the page.
8. To navigate to other modules you can use the breadcrumbs in the small grey bar at the top of the two columns.
Assigning Sessions to Students
Once you have identified digital activities that you want students to complete in their accounts, you can assign them to the entire class or a subset.
1. At the top right corner of any page in the module, click on Quick Assign.
2. Step 1 – select the digital activities that you wish to assign to students. Click Add.
3. Step 2 – enter the date range for the assignment
   a. Select Now to assign the activities immediately or a date to defer the assignment
   b. Select Upon Completion for the activity to disappear from student accounts when it is done or a date for the assignment to disappear from all accounts at the same time.
4. Step 3 – select the students who should receive the assignment. Click Save.

Editing Student Assignments
1. Use the Inquiry, Physical, Life, or Earth/Space tabs to navigate to the module where the current assignments originated.
2. From any page in the module, select Student Reports & Assignments and then Current Assignments.
3. Select Edit Assignments in the blue bar just below the science discipline tabs.
4. Just below each assignment, you can select a link to Edit Dates, Add Activity, or Delete Assignment.

Checking Student Work
Student progress with sessions is recorded in the Student Reports. Sessions can be marked as complete only, complete with a notebook page to review, or complete with an autograded score.
1. From any page in the module, select Student Reports & Assignments and then Student Reports.
2. In the Scores and Completions report, you will see which sessions have been completed (★), have a saved notebook page (▱), or have an autograded score (%).
3. To review a student’s saved notebook page, click on the icon (▱) and then view/edit.
4. You can select an emoji and submit comments on the notebook entry.

Finding and Using Teacher Support Materials
There are many sources of helpful embedded support for teachers who wish to use Science4Us with their classes.
- On each of the eight session pages in a module, you can find a Teacher Guide, a video 5E Session Guide, Offline Materials lesson plans, and science content video and printable guides.
- In the Tutorials button on the main navigation bar, you will find Helpful Videos about the program, the Help Center link, and PD On-Demand.

Getting More Help
1. Select the Tutorials link in the top navigation bar and then Help Center. In the Help Center, you can search for answers in the search bar.
2. For assistance, you can click the Contact Us button in the dark blue bar.
3. Click the Science4Us link and fill out the Support Form for email support, or call the phone number listed on the page – 866-882-4141