Parent's Guide to Project Foundry- 2019/2020

The purpose of this guide is to help you navigate Project Foundry and explore your child's educational progress. If you have further questions after reading this primer, please contact your child's Crew Advisor.

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Logging in

- Go to https://login.projectfoundry.net/. You should make a bookmark for this page to access it easily.
  - Schoolname = HCA
  - Username will be the same as their Google username. For most students this follows the convention: First Initial + Last Name (e.g., John Smith = jsmith)
  - Passwords are set and can be changed at any time by students. You should ask them to supply you with their password. Passwords can be changed by clicking the student's name at the top right corner of the screen, then "edit profile."
- If at any time a student cannot remember their Project Foundry password, or you need it to be reset for any reason, please email Zach Gagnon (zgagnon@harpswellcoastalacademy.org).

What is their current progress toward meeting content standards?

Click on the Tab labeled "Performance" to view your student's progress towards completing Passage Standards (i.e Passage from Division 1 to Division 2, from Division 2 to Division 3, and from Division 3 to graduation). It has 3 key features:

- **Pie chart:** Shows *progress towards Passage*, meaning it represents ALL of the standards needed to reach passage-- standards students have demonstrated proficiency in AND standards they have not yet encountered.

  - **Green** represents standards met/exceeded..

  - **Yellow** represents standards **in progress**, meaning a student is currently enrolled in a course, investigation, or internship that covers these standards. These should be thought of as standards they are *eligible to meet*: when they turn in meeting work, yellow areas will become green by the end of the term.

  - **Gray** represents the work remaining until passage. These are either standards they have not yet encountered or standards they have not met.

  - **Pink** represents standards that have been taught by teachers but not met by a student.
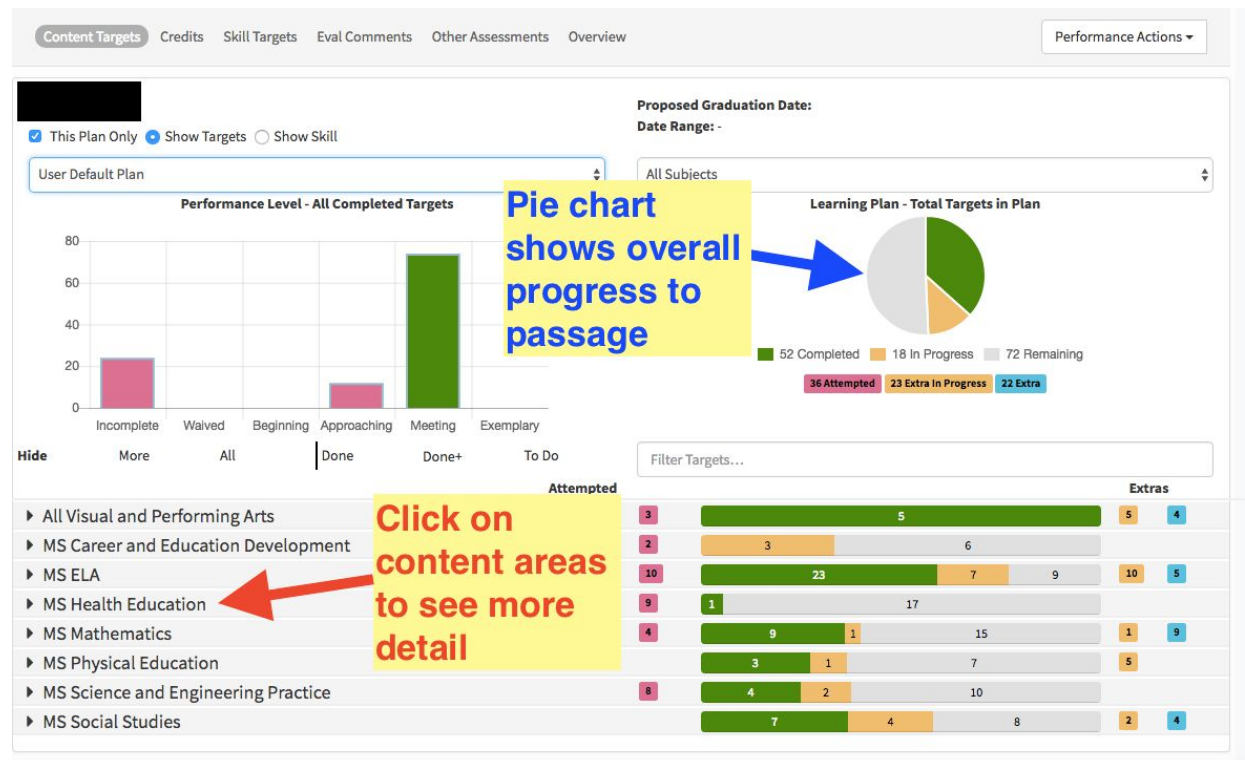
Performance tab, continued…

- **Bar graph:** Shows what portion of their completed work has met or not met standards.

- **Drop-down menus:** Allow you to see the specific learning targets they've worked on in each content area. Within each content area, there are more specific skill areas called "standards," and under each of these are "Learning Targets."

# What are their current Habits of Work and Learning (HOWL) ratings?

Strong Habits of Work and Learning are critical to success at HCA and beyond. To see your student's HOWLs ratings, click on the "Performance" tab, then the "Heat-Map" sub-tab, and finally on the "Show Skills" bubble.
- HOWLs are displayed as a "Heat-Map" to quickly see how frequently your child scores in different areas. The darker the shade, the more marks have been received at that level. In the example below, the most frequent marks were "Meeting" in both Work Completion and Participation in the Learning Community.
- Boxes are clickable. A box will appear showing you what assignments earned the given mark.

	Exemplary	Meeting	Approaching	Beginning
Preparation		2		
Work Completion		4		
Reflection			2	
Perseverance			1	
Responsibility		1		
Initiative	1	1		
Participation in Learning Community		4		
Revision			1	

▶ Preparation   2

▶ Work Completion   4
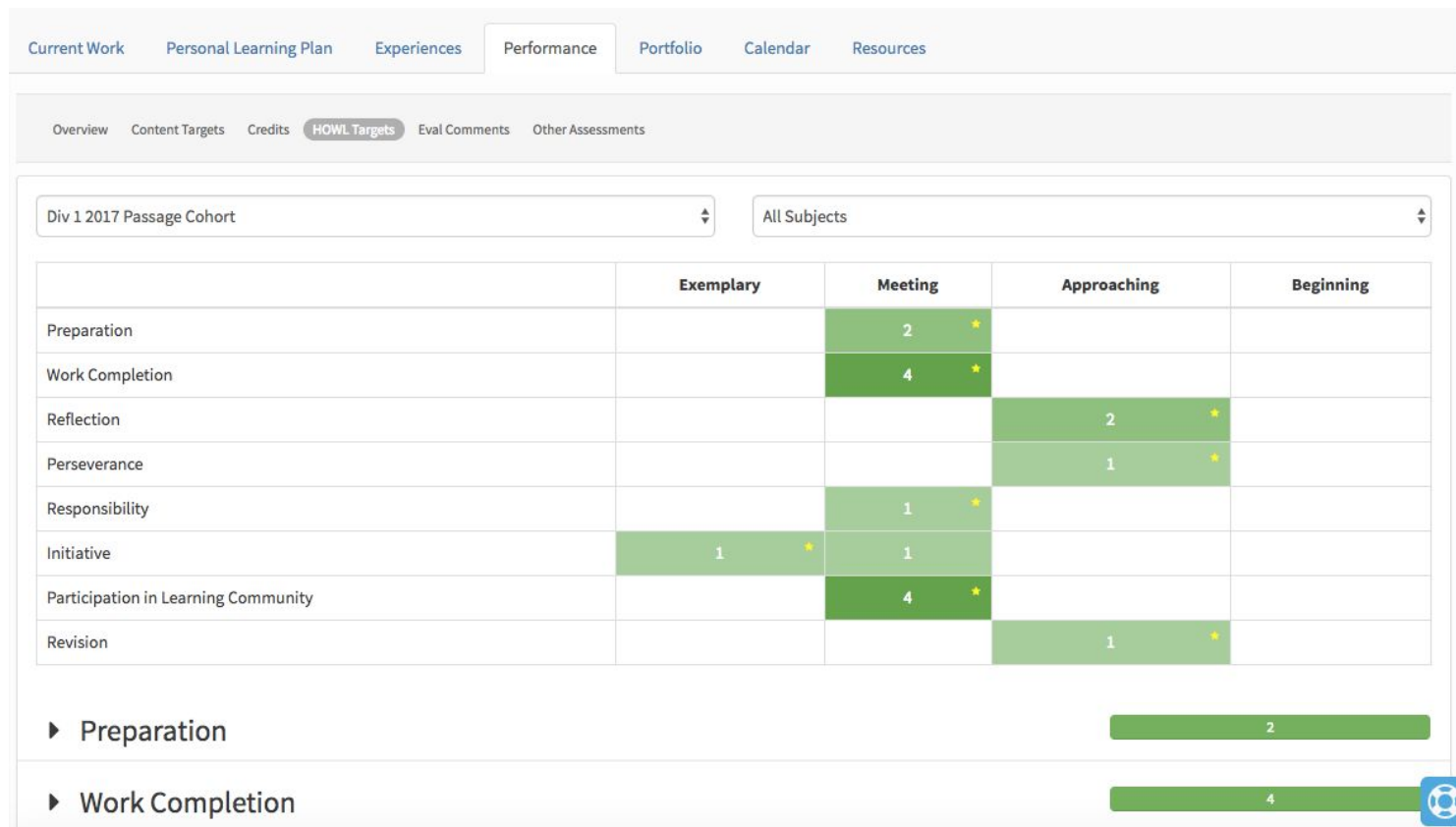
How do I see a list of Missing work?

1) After logging in, click on the "Performance" tab. You will see the heading "Overall Learning Target and Credit Progress," followed by a green bar. **Click on the bar**.
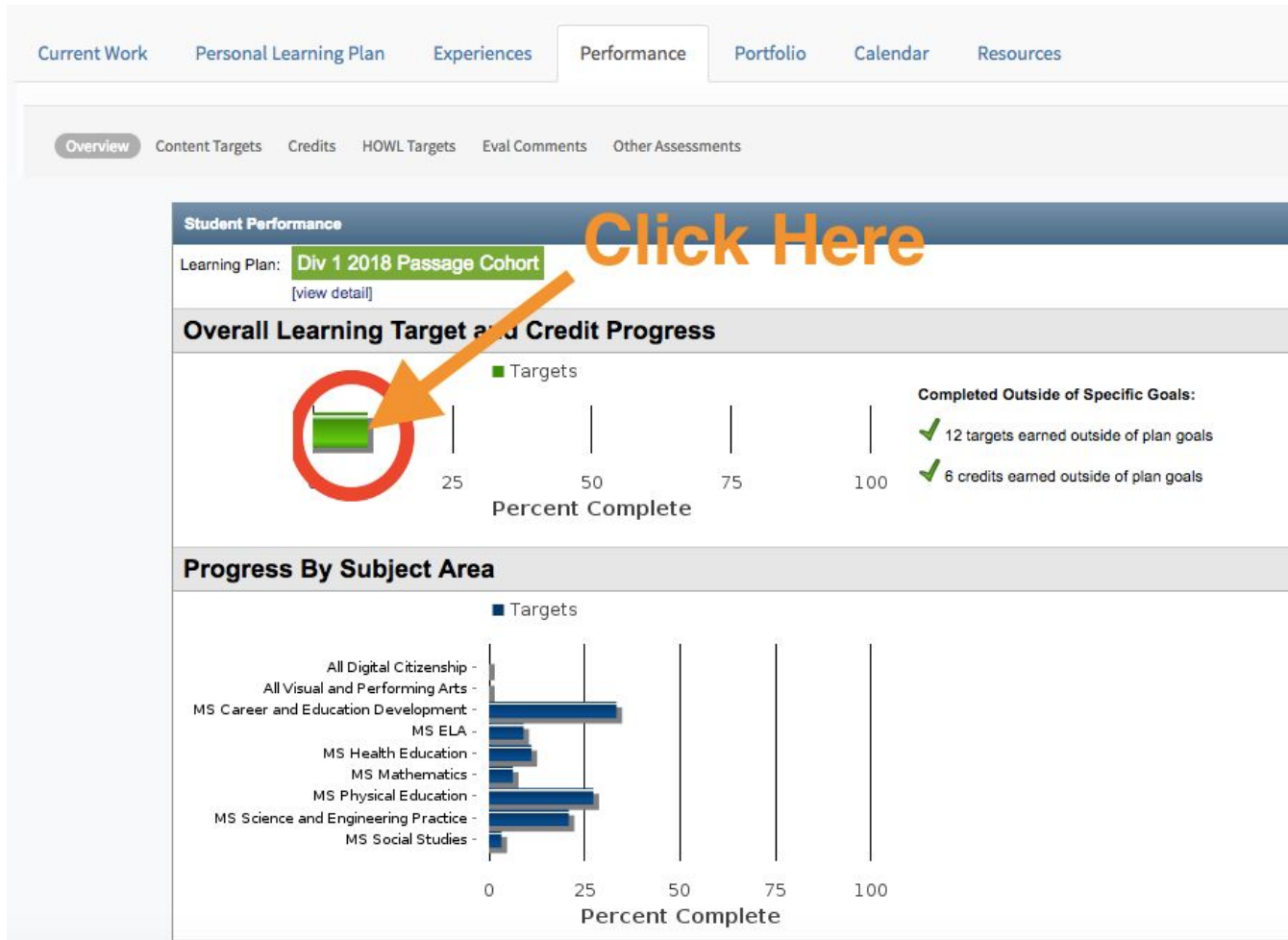
2) You will be taken to a new page that looks like this. There will be a number of drop-down menus. To see missing work, do the following:
   a) Subject: Select "All"
   b) Show: Select "Attempted, Not Completed"
   c) Select the dates you'd like to see missing work from.
3) Click "SEARCH" on the right side of the screen. You will see a list of assignments below that are either incomplete or did not meet the standard. *At HCA, **work can almost always be revised to meet the standard**.* Your child should use this list to help them make up missed work.

Current Work   Personal Learning Plan   Experiences   Performance   Portfolio   Calendar   Resources

Overview   Content Targets   Credits   HOWL Targets   Eval Comments   Other Assessments

Search Learning Targets

Learning Target Set	Subject	Show	
Content Targets 2016	All	Attempted, Not Completed	
Start Date	**End Date**	**Target Detail**	search
2016-12-01	2017-01-30	☐	

MS Social Studies : APPLICATIONS OF SOCIAL STUDIES PROCESSES, KNOWLEDGE AND SKILLS (Credits Earned 3)

Completed	Level	Project	Target
01/25/17	Beginning	HUM Q2 folder review McIntire	Determine the central ideas or information and key steps in a process from a primary or secondary source; provide an accurate summary of the source distinct from prior knowledge or opinions.
01/25/17	Beginning	HUM Q2 folder review McIntire	Identify aspects of a text that reveal an author?s point of view or purpose; integrate visual information with other information in print and digital texts.

MS Social Studies : HISTORY (Credits Earned 0)

Completed	Level	Project	Target
01/25/17	Beginning	HUM Q2 folder review McIntire	Analyze interpretations of historical events that are based on different perspectives and evidence.