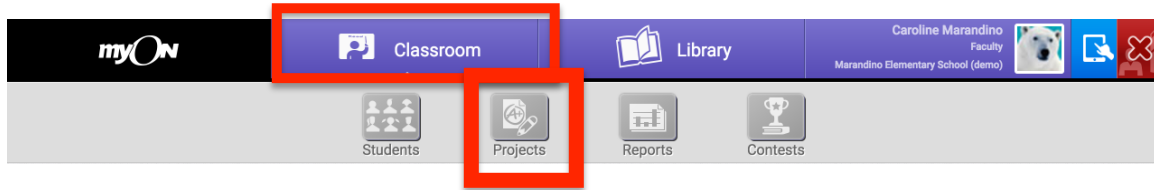
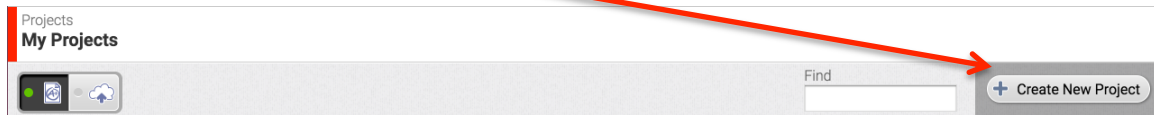


Teachers can create new projects from their Faculty account.

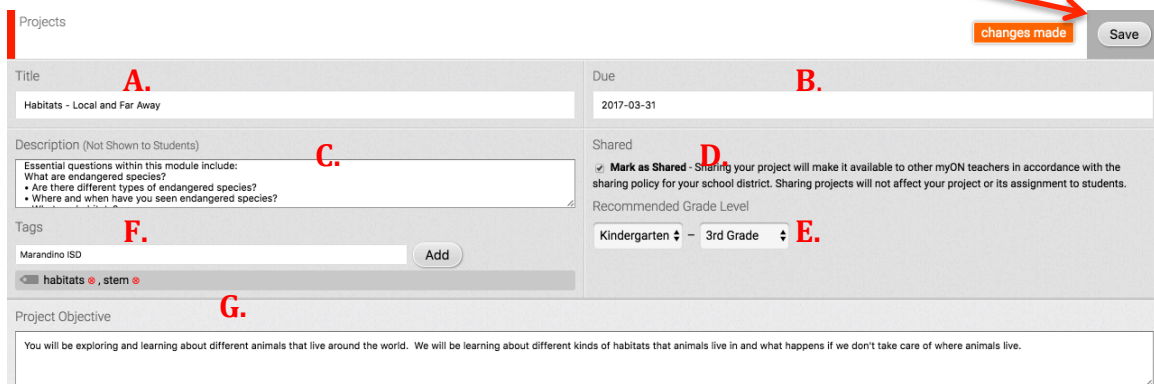
1. Select the “Classroom” tab and then select the “Projects” tab.



2. Select “Create New Project.”



3. Enter information in fields (as applicable) and select “Save”.



A. Title: Enter a project title.

B. Due Date: Choose project due date (optional).

C. Description: Enter project description. (Students will not see this)

Tip: Standards and/or curriculum alignment language can go in this section.

D. Shared: Select to share the project in the Cloud. Projects marked as shared go into the Cloud and can be accessed by other myON educators around the world. This is optional.

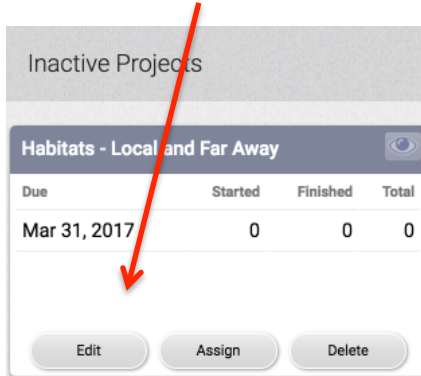
E. Recommended Grade Level: If sharing to Cloud, recommend a grade level range the project is appropriate for. This is optional.

F. Tags: Choose keywords that users can enter when searching the Cloud to find the project. Projects can have multiple tags.

Tip: For district level curriculum alignment, use the school district name as a tag.

G: Project Objective: Enter the project objective. (Students will see this.)

4. Find the project card in the “Inactive Projects” section under the “Projects” tab and “My Projects” and select “Edit.”



Note: “Inactive Projects” are projects not yet assigned to students.

5. Select the “+” icon on any task type to add individual tasks to the project.



Tip: As tasks are added to the project, save work often to ensure work is not lost.

Note: Projects can have one “Reading Task” (a book list of assigned texts with added reading options), but teachers can add multiple other tasks types to a project. Refer to the Faculty Quick Reference Guides “Adding a Reading Task,” “Adding a Writing Task,” “Adding an All Purpose Task,” “Adding a Graphic Organizer Task,” and “Adding a Lexile® Exam Task” for more information on how to add individual tasks to a project.