Portal Guide for Teachers

https://codingcredentials.com/start

Version: 3.0

Release Date: 30 April 2024

Audience: Customers

Prodigy LEARNING

1. Introduction

This document provides instructions for Teacher/Instructions on how to use the Coding in Minecraft Portal and perform common tasks such as:

- Logging on
- Adding additional Teachers/Instructors
- Creating a Class to manage your students
- Assigning Coding in Minecraft courses / capstone exams to a class
- Accessing the Instructor resources
- Generating an access code to provide your students with access to a class
- Grading student assessments
- Providing your students with access to the practice capstone credential test
- Delivering & proctoring the capstone credential exam

The steps are broken down into sections which you will perform before starting delivery, during delivery and near the end of delivery when students are ready to sit the capstone credential exam.

As an appendix a separate Student guide is provided to demonstrate common student tasks such as:

- Redeeming an access code to obtain access to a class
- Downloading the Minecraft world & getting started
- Completing assessments & uploading to the Portal
- Downloading your micro-credential

For the most up to date information please see https://codingcredentials.com/start

2. Steps to take before you commence delivery

2.1. Install & Licence Minecraft: Education Edition

Coding in Minecraft requires Minecraft: Education Edition. It is not compatible with any other version of Minecraft including Bedrock, Java, MinecraftEdu etc.

Minecraft: Education Edition can be installed for free from https://aka.ms/download

To use Minecraft: Education Edition each user needs a license. Licensing is applied to an Office 365 Education user account.

If you do not have Minecraft: Education Edition licensing or Office 365 education please see here https://minecrafteducation.zendesk.com/hc/en-us/articles/360001432847-Purchasing-licenses-for-Minecraft-Education-Edition

For support in deploying Minecraft: Education Edition to your classroom please see https://minecrafteducation.zendesk.com/hc/en-us/articles/360001581348-Deploying-and-Updating-Minecraft-Education-Edition-apps-all-platforms-

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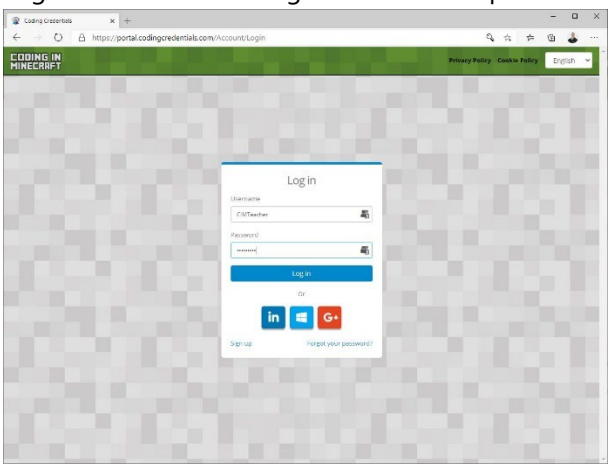
2.2. Log onto the Coding in Minecraft Portal

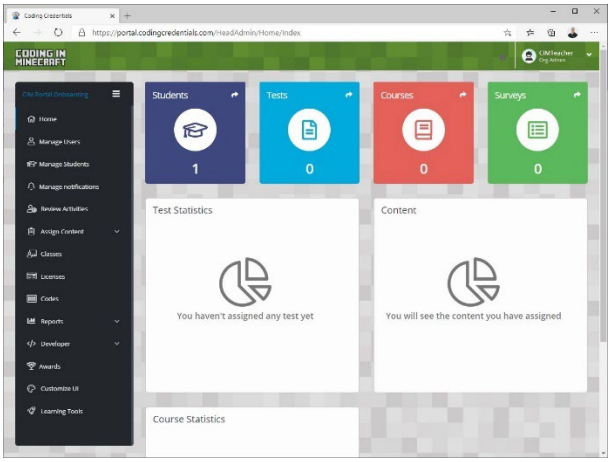
The Coding in Minecraft Portal is your one stop shop for providing access to the credentials & curriculum to your students and to grade their submitted assessments.

To access the portal follow these steps:

1. Navigate to codingcredentials.com in your web browser
2. From the top menu bar click on the Login link and click Portal Login and you should be taken to the Portal login page
3. Log onto the Portal using the credentials provided in the welcome email



4. On first login you will be prompted to provide the answer to a security question which will be used if you need to use the forgotten password function.
5. The initial account provided in your welcome email is referred to as the Organisation Administrator account and can be used to add other Instructors to your Organisation.



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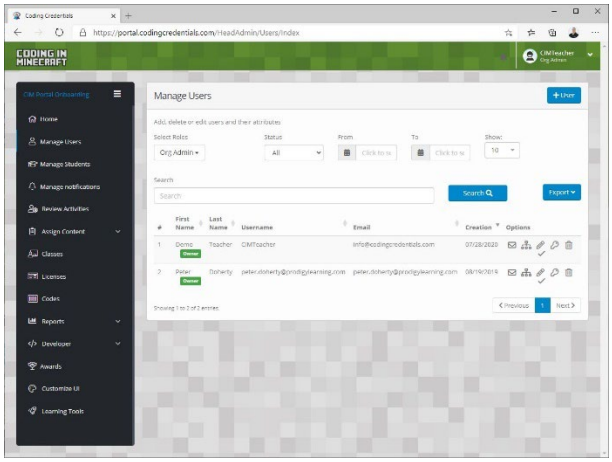
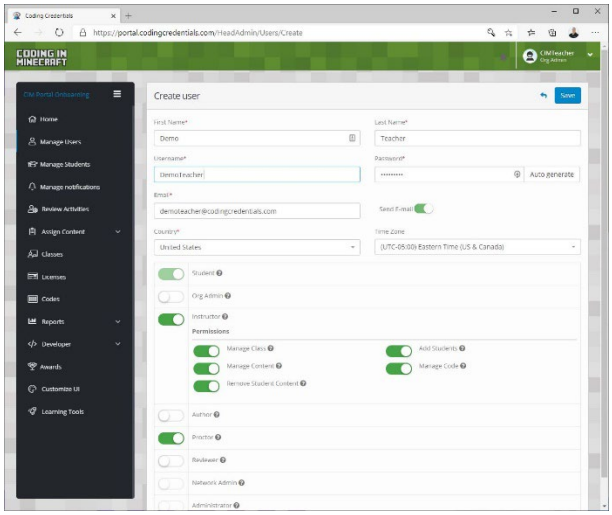
2.3. (Optional) Add additional Teachers/Instructors

To add additional teacher/instructors to you Coding in Minecraft organisation you can use the Manage Users page.



To add a teacher/instructor from the Manage Users page:

1. Click on the +User button on the top right of the page to open the Create User page
2. Complete all the fields on the Create User page
3. Select the Instructor and Proctor role and ensure any options under each role are also selected
4. Click Save to create the user



If you selected the send email box the user will be emailed their credentials.

Note: You can only create additional users using the Organisation Administrator account (the account supplied in your fulfilment email).

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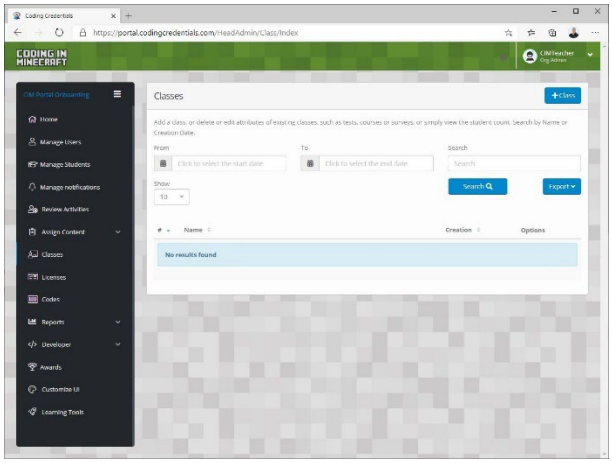
2.4. Create a Class

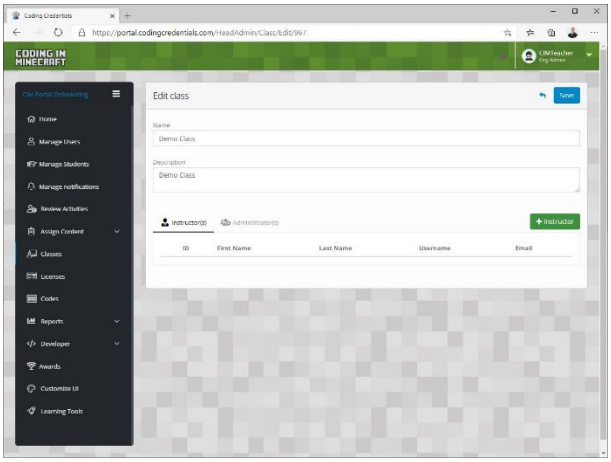
Any Instructor/Teacher user can create a class to organise students and assign them the Coding in Minecraft courses and capstone exam.

It is strongly advised to organise your students into classes on the portal as this can assist you in the grading process.



To create a class use the Classes page:

1. Click on the +Class button on the top right of the page
2. Provide a Name and Description for the class and click Submit



3. Next on the Edit Class page you can specify 1 or more Instructors for the class by clicking the +Instructor Button and then clicking the + symbol beside the Instructor you want to add to the class.
   Click close on the pop up when you are finished adding Instructors.

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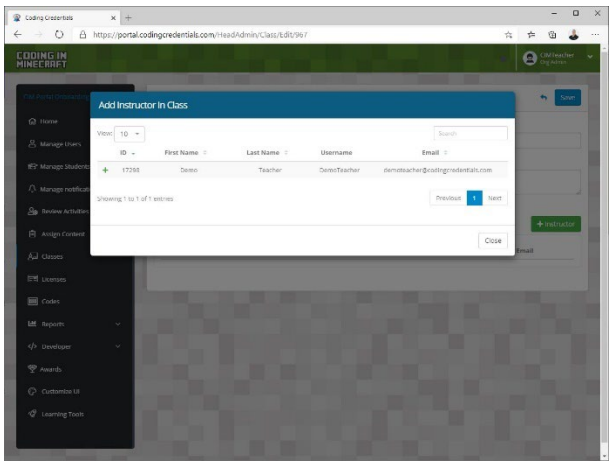
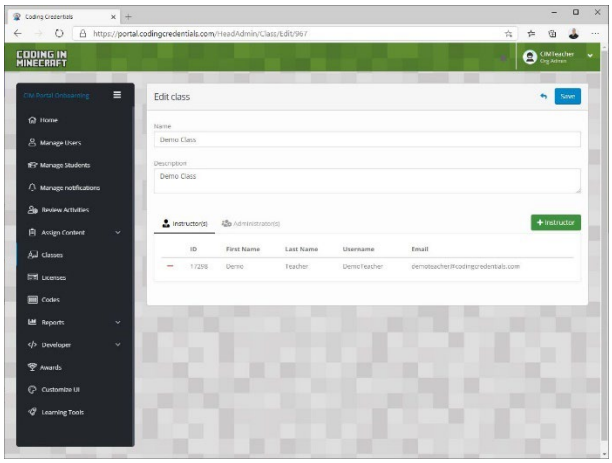


4. Click the Save button once complete to save the class



You do not need to add students to the class – we will use a process later which will allow students to enrol themselves in the class.

2.5. Assign the class Coding in Minecraft courses

To provide students enrolled in the class with access to the Coding in Minecraft curriculum you can allocate 1 or more of the Coding in Minecraft courses to a class on the portal. All students enrolled in that class will then have access to the Coding in Minecraft course(s).

1. To assign content to a class click on the Assign menu option then the Courses option.

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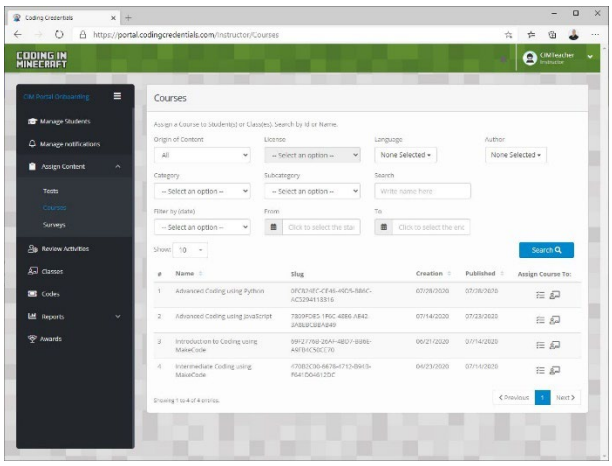
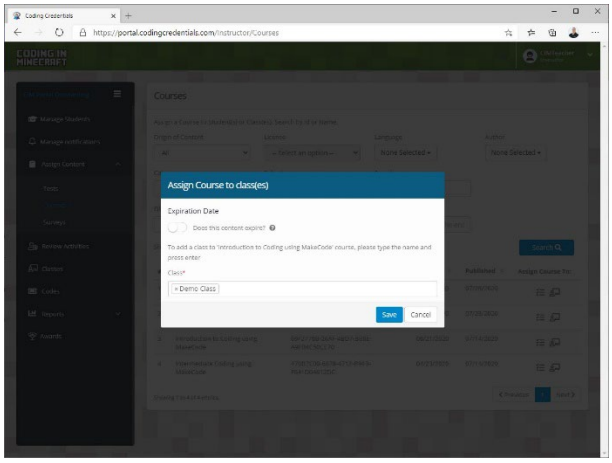


2. Click on the Assign Course to Class icon ( ) beside the Coding in Minecraft course you wish to assign to a class
3. Type the name of the class into the Class box to select the appropriate class



4. Click Save

Repeat the above process to add multiple courses to the same class.

You can only assign content to a class which you are an Instructor.

2.6. Download & review the Instructor Resources

Comprehensive Instructor Resources including Course Outlines, Lesson Plan and Sample Answers are provided for each Coding in Minecraft course.

An Instructor can download these by accessing the course in Instructor view which is detailed below:

1. Log onto the Portal
2. Click on the Assign Content Link then the Course link on the menu bar

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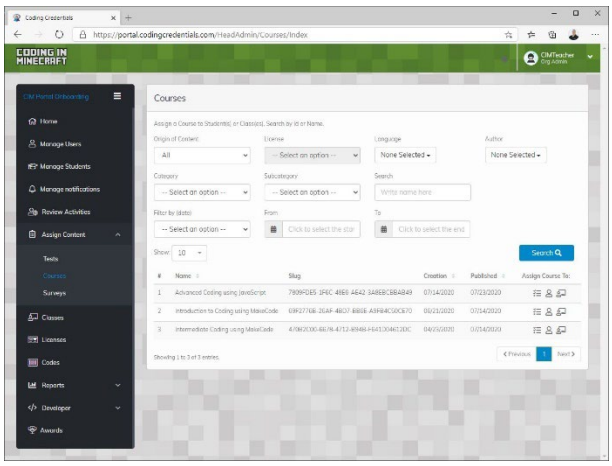
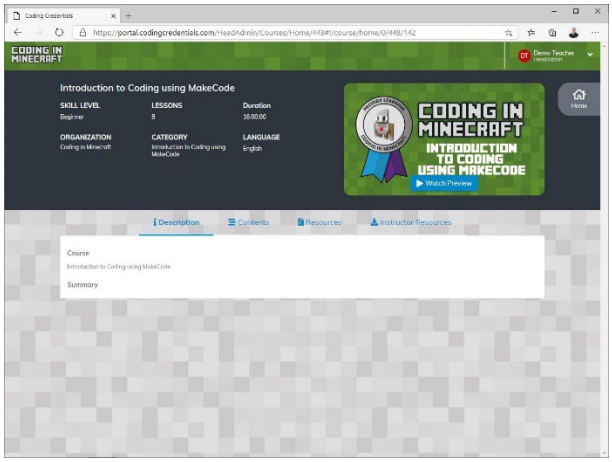
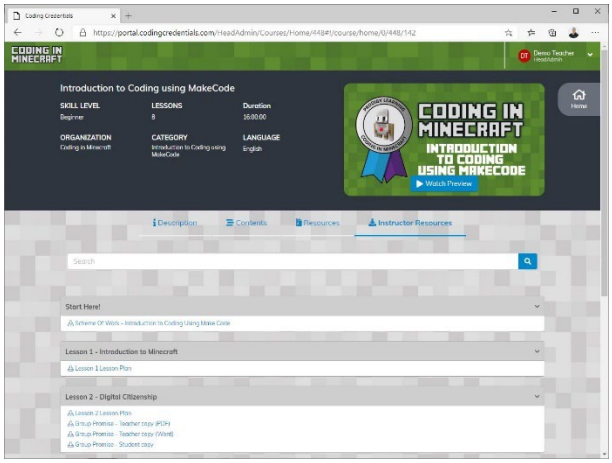


3. Click on the Instructor View icon ( ) to the right of the course you want to access the Instructor Resources for to open the course in Instructor View



4. Click on the Instructor Resources tab



5. Download the resources you require

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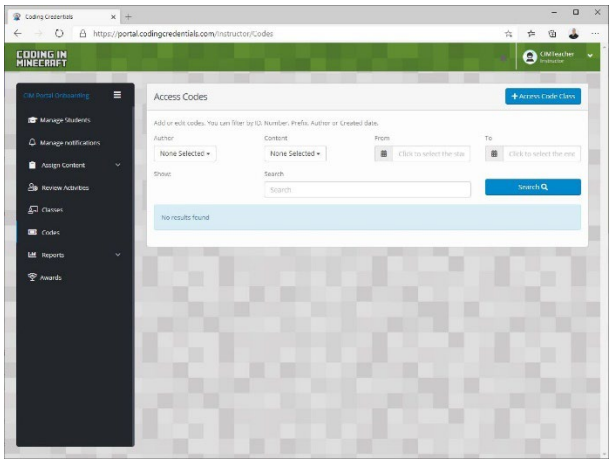
2.7. Generate an access code to distribute to your students

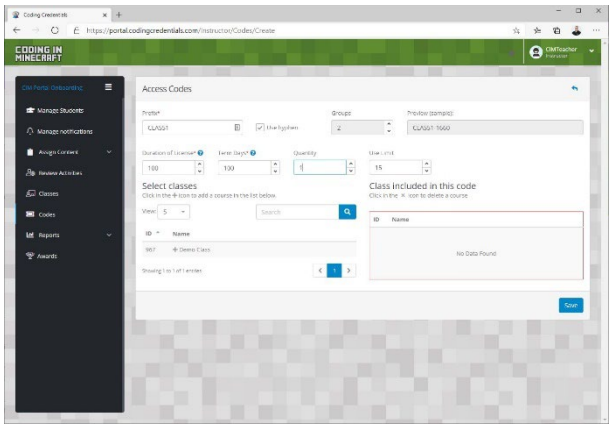
To provide access to the credentials & curriculum to your students you must generate an access code from the Portal which students can then redeem to gain access to the resources on the Portal. This access code is unique per class and will also enrol the student into the class on the portal.

To create an access code follow the below instructions:

1. Log onto the Portal
2. Click on the Codes link on the menu bar



3. Click on the +Access Code Class button



4. Enter the settings for the code:
    - Prefix – Enter a unique identifier for the code, this could be the class code or name
    - Duration of Licence – The number of days from the date the code is created that it can be redeemed by students
    - Term Days – The number of days you want students to have access to the curriculum from redeeming the code
    - Quantity – It is advisable to leave this at the default value of 1 which will result in 1 code which can be used by all students, alternatively you can change this to create individual codes
    - Use Limit – The number of students who can redeem the code, note that each redemption will reduce the quantity available on your licence

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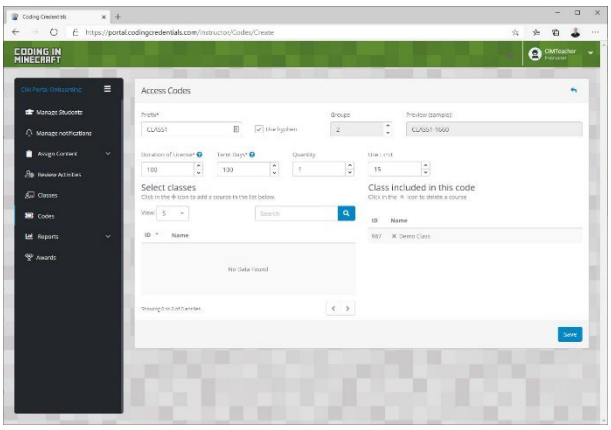
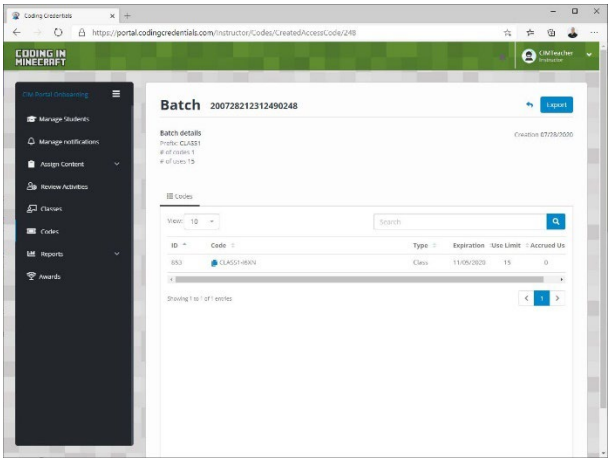


5. Click on the + symbol beside the class you want this code to enrol students in
6. Click the Save button to create the code
7. Your code will be displayed on the next page where you can copy it and distribute to your students



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3. Steps to take when you are using the Coding in Minecraft program with your students

3.1. Have your students redeem the access code

This is a process each student will perform and is detailed in the Appendix.

3.2. Students download Minecraft world and follow the learning path

This is a process each student will perform and is detailed in the Appendix.

3.3. Students complete assessments & upload to the Portal

This is a process each student will perform and is detailed in the Appendix.

3.4. Grade your students assessments

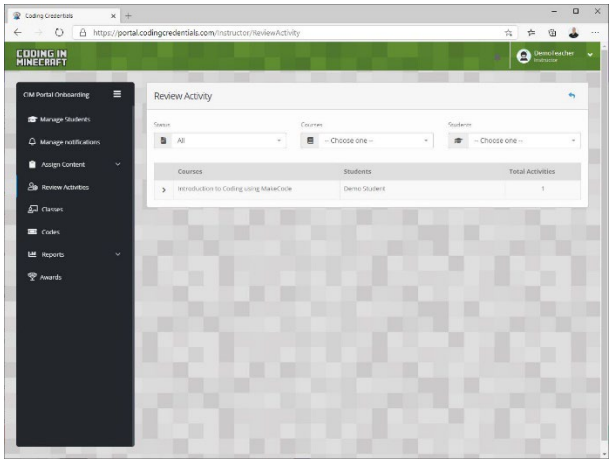
Once your students submit assessments on the Portal you can grade their work.

You can choose when you do this – whether when students submit or at the end of the class or once every week or so.

It is critical however that you grade their work for the teacher graded micro-credential to be awarded on successful completion of each course.

To grade students work follow the below instructions:

1. Log onto the Portal
2. Click on the Review Activities link in the menu
3. All ungraded submissions for the classes which you are an instructor for will be shown – use the filters to filter down to the work you want to grade



4. Expand the course and student you want to grade by clicking the > symbol

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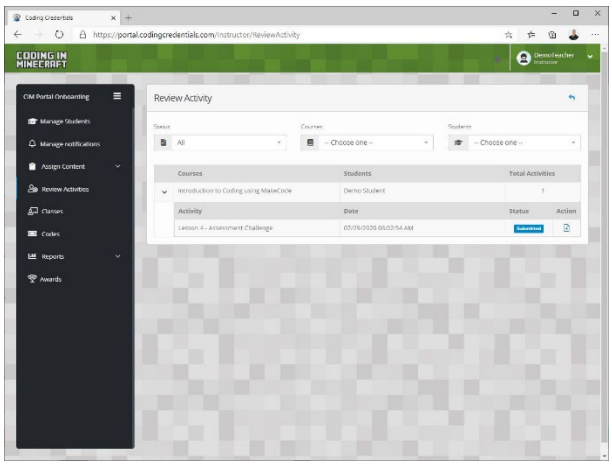
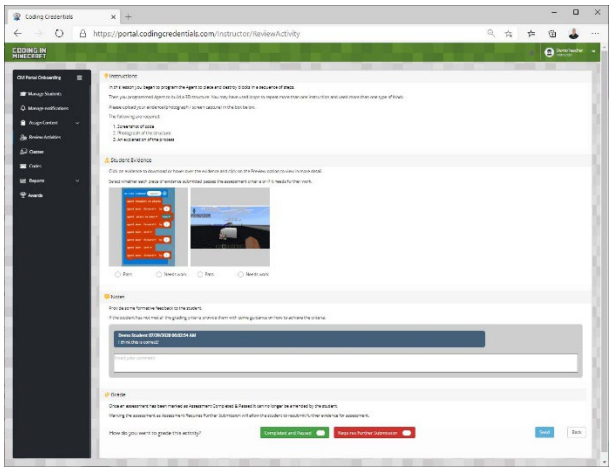


5. Click on the icon in the Action column for the activity you want to grade to open that submission



6. To grade the submission analyse the evidence submitted in the Student Evidence section – you can click on an item to download it. If these are images you can hover over the image and click the icon to view an enlarged version in the browser
7. Analyse the students submission to check it is correct
   Note: You can sample solutions to compare against in the lesson plan for each lesson
8. For each piece of evidence in the Student Evidence section mark it as either:
   - Pass – If it passes the assessment
   - Needs Work – If it does not pass the assessment
9. Add some feedback to the student in the Notes section. This can be suggestions to improve if the submission needs further work or positive reinforcement if the submission is passed
10. If the student has successfully completed the assessment check the Completed and Passed box. This locks the submission and prevents any further changes
11. If the student has <u>not</u> successfully completed the assessment check the Requires Further Submission box and the student will be able to submit further evidence for the assessment and submit for re-grading

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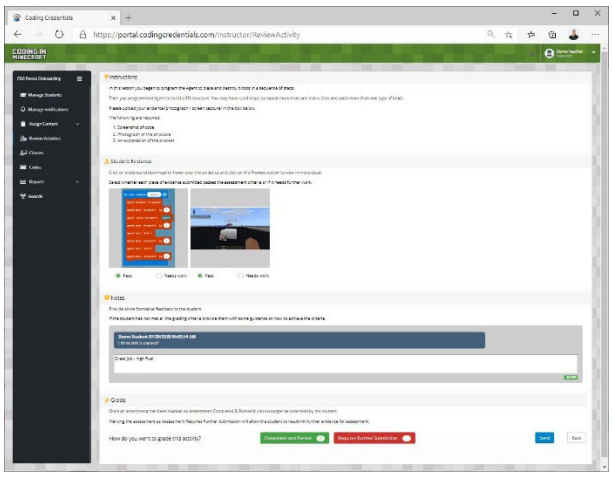

12. Click the Send button to submit the mark

3.5. Students download your micro-credential

Once you have graded all the assessment challenges for a credential as passed for a student they will be automatically awarded the relevant certificate and digital badge which they can then download from the Portal.

This is a process each student will perform and is detailed in the Appendix.

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4. Steps to take to provide the Coding in Minecraft Capstone Credential Practice Test to your students

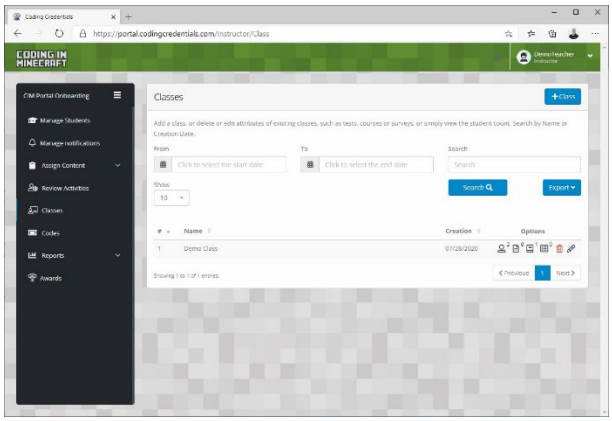
4.1. Provide the Coding in Minecraft Capstone Credential Practice Test to your students

The Practice Test for the Capstone Credential is a great way to get your students ready to sit the Capstone Credential exam. There is a practice test for each of the Capstone Credentials – JavaScript or Python.

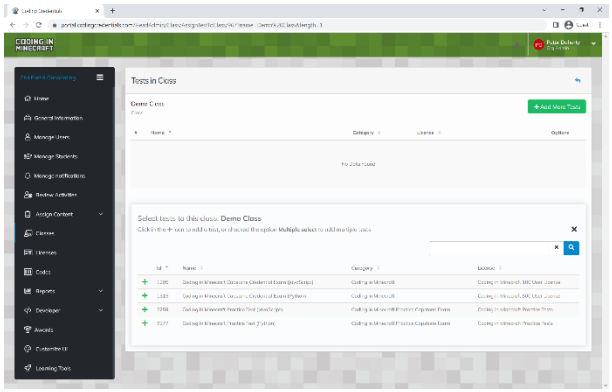
Students can take the practice test as many times as they want.

When your students are ready you can add the Capstone Exam Practice Test to the class using the Portal – this will provide students enrolled in the class with access to the exam.

1. Login to the Portal as an Instructor
2. Click on the Classes menu option



3. Click on the View and Assign Test ( ) icon in the Options column for the class you want to assign the test to



4. Click on the + Add More Tests button
5. Click the + symbol beside the Coding in Minecraft Practice Test (JavaScript) or Coding in Minecraft Capstone Practice Test (Python) test you want to allocate to the class

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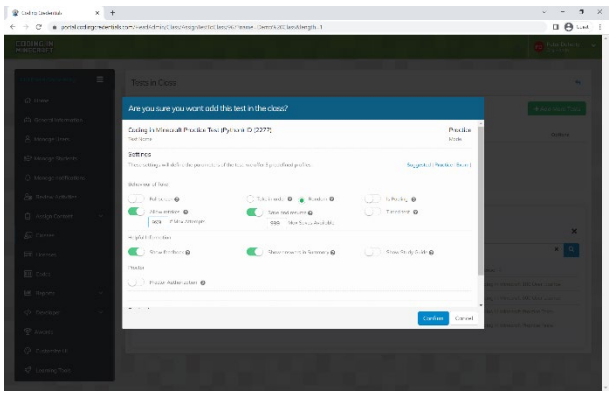

6. In the Test Settings pop up enable only the below settings:
   - Random
   - Allow Retakes – set to 999
   - Save and resume – set to 999
   - Show feedback
   - Show answers in summary
7. Click Confirm to allocate the test to the class

4.2. Take the Capstone Credential Practice Test

To start the Capstone Credential Practice Test follow these instructions:

1. Have students Log onto the Portal
2. Click on the Tests option
3. Click on the Coding in Minecraft Practice Test option
4. Read the instructions and click Start
5. The student will then follow the onscreen instructions to take the exam question by question
6. After answering all questions the student is presented with a review screen where they can select to go back to any questions to review their answer
7. Upon completion of the exam the student is presented with a score report which details if they passed or failed, their score and their strengths and weaknesses in the objective domain and feedback

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5. Steps to take to provide the Coding in Minecraft Capstone Credential Exam to your students

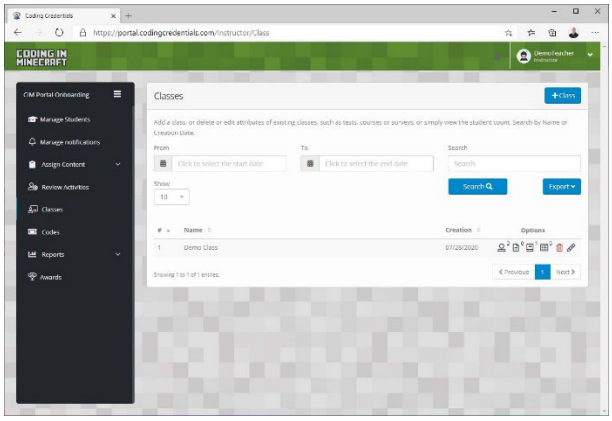
5.1. Provide the Coding in Minecraft Capstone Credential Exam to your students

The Capstone Credential Exam proves students skills in the objective domains for all 3 micro-credentials.

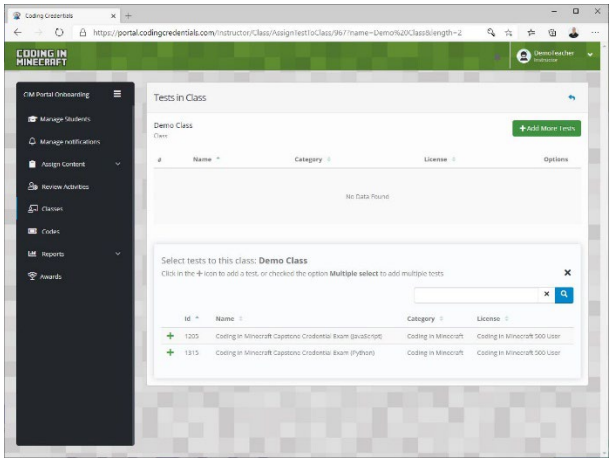
Once students have completed all 3 micro-credentials they are ready to sit the Capstone Exam.

When your students are ready you can add the Capstone Exam to the class using the Portal – this will provide students enrolled in the class with access to the exam.

8. Login to the Portal as an Instructor
9. Click on the Classes menu option



10. Click on the View and Assign Test ( ) icon in the Options column for the class you want to assign the test to



11. Click on the + Add More Tests button
12. Click the + symbol beside the Coding in Minecraft Capstone Credential Exam (JavaScript) or Coding in Minecraft Capstone Credential Exam (Python) test you want to allocate to the class

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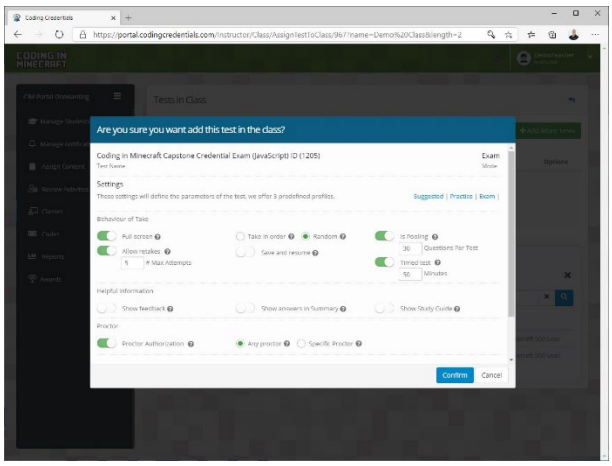


In the Test Settings pop up enable only the below settings:

- Full Screen
- Allow Retakes – set to 5
- Is Pooling – set to 30
- Timed Test – set to 50
- Proctor Authentication

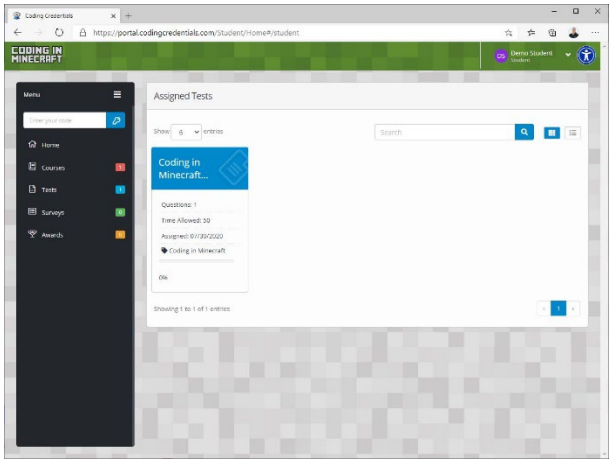
13. Click Confirm to allocate the test to the class

5.2. Deliver & proctor the Capstone Credential Exam

The Capstone Credential Exam is a Proctored online exam which should be delivered under exam conditions.

To start the Capstone Credential Exam follow these instructions:

8. Have students Log onto the Portal
9. Click on the Tests option
10. Click on the Coding in Minecraft Capstone Exam option



11. Read the instructions and click Start

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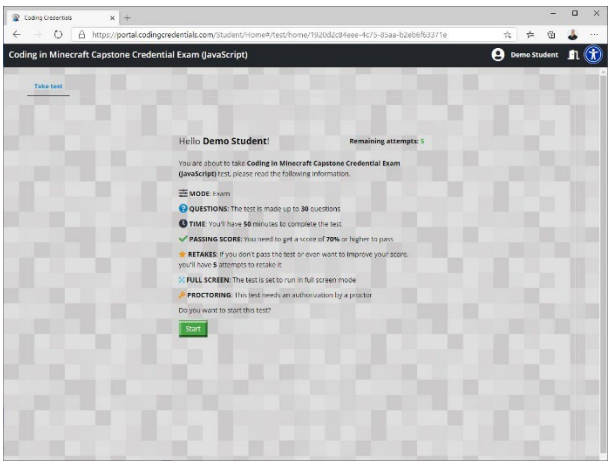
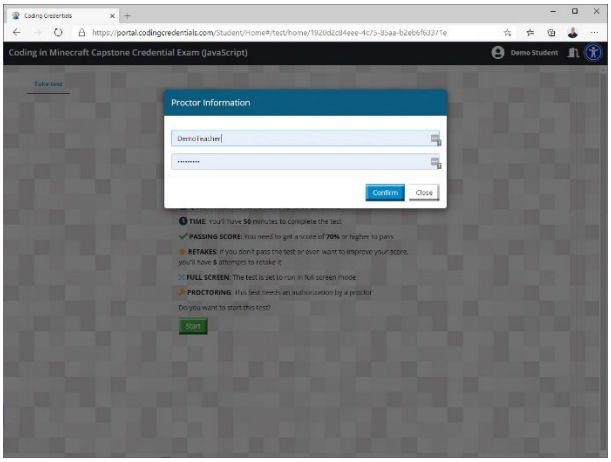
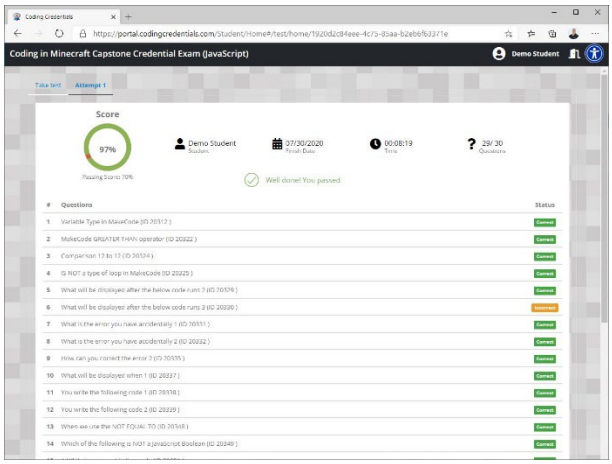


12. When prompted for proctor information the teacher will need to enter their username and password and click Verify Proctor to start the exam



13. The student will then follow the onscreen instructions to take the exam question by question
14. After answering all questions the student is presented with a review screen where they can select to go back to any questions to review their answer
15. Upon completion of the exam the student is presented with a score report which details if they passed or failed, their score and their strengths and weaknesses in the objective domain



Upon passing the student can download the Capstone Credential Certificate

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