

How to add a user to a project

If you want to add another teacher to a project(s), the teacher should first go through the regular teacher registration process



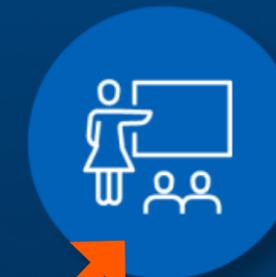
Welcome to Ohio Academy of Science's Portal

Here, you can participate in [our programs](#) using ProjectBoard, the tool to create, develop and showcase projects online.

To begin, choose from the options below:



STUDENT



TEACHER





- Profile
- My Projects
- Contributed To
- My Bookmarks
- Activity Feed
- My Classes
- Logout



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To begin, choose from the options below:



STUDENT



TEACHER

Once the new teacher is registered, the teacher who has students registered under their classes should head to "My Classes" from the profile dropdown



Tinuke Oyefule

@TinukeOyefule

A 8th Grade Teacher who's passionate about nurturing her students to be confident in their ideas, and providing ways to spotlight their efforts!

 Edit

Contributions⁹ **My Classes** Following Followers About

My Classes

ADD CLASS

● Active 

My First Class Name Goes Here





● Draft 

My Second Class Goes Here





● Draft 

My Third Class Goes Here







Click on a class



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Edit

Contributions⁹ My Classes Following Followers About

Back to My Classes

VIEW PROJECT TEMPLATES

View By Projects

BELIEVE IN OHIO

Student Project Name goes here and it takes two lines

BELIEVE IN OHIO

Student Project Name goes here and it takes two lines

BELIEVE IN OHIO

Student Project Name goes here and it takes two lines

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BELIEVE IN OHIO

Student Project Name goes here and it takes two lines

Once you click on your Class, Go to "View By Projects" and select the project you would like to add a user to

Once you are in the Project, you can Add Teammates to a project using the "+" button. This can be accessed when a project is in "Edit" mode or in "Save" Mode.

The screenshot displays the Science Day project management interface. At the top, there are navigation links: "MY PROJECTS", "BELIEVE IN OHIO", and "SCIENCE DAY". Below this, a header bar includes a "BACK" button, a "GETTING STARTED" button, a "PUBLIC MODE" toggle, and a "SAVE" button. The main content area is divided into two columns. The left column features a large blue graphic with the "STATE SCIENCE DAY" logo and a "Remove Attachment" button. The right column contains form fields for "Science Day Project Title" (with a 75-character remaining indicator), "DESCRIPTION" (with the placeholder "Abstract Goes Here"), and "TEAM" (with a "+" button). Below the "TEAM" section are "CATEGORIES" and "CUSTOM TAG" sections, each with a "+" button. An orange arrow points from the "STATE SCIENCE DAY" graphic to the "+" button in the "TEAM" section. Below the main content area, there is a "+ NEW SECTION" button and a "REORDER" button. A navigation bar includes "LIST VIEW", "GRID VIEW" (which is selected), "LINKED PROJECTS", "TEAM CHAT", and "RESULTS". The main content area below the navigation bar shows a grid of project sections: "GETTING STARTED / TOPIC SELECTION", "DEVELOPING A QUESTION OR PROBLEM STATEMENT", and "BACKGROUND RESEARCH".

The screenshot shows a web interface for a project titled "SCIENCE DAY". At the top, there are navigation links: "MY PROJECTS", "BELIEVE IN OHIO", and "SCIENCE DAY". Below this, there are buttons for "BACK", "GETTING STARTED", "PUBLIC MODE" (with a toggle switch), and "SAVE". The main content area features a "Science Day Project Title" input field, a "DESCRIPTION" field with the placeholder "Abstract Goes Here", and a "TEAM" section with a "+ NEW" button and a "REORDER" button. A modal window is open in the foreground, displaying a list of users: "Lauren", "lauren_bby", "Lauren_Campbell", "Lauren_Drake1", and "Lauren_Ohnona". Below the list, there are two rows of user selection options, each with a dropdown menu (currently showing "Owner" and "Contributor") and a "Custom role" input field. At the bottom of the modal, there are two buttons: "+ Add Single" and "+ Add Multiple Users", and a "Save" button.

Click on "Add Single" and type in the user's email address or ProjectBoard username.

MY PROJECTS BELIEVE IN OHIO SCIENCE DAY

BACK GETTING STARTED PUBLIC MODE SAVE

Science Day Project Title

DESCRIPTION
Abstract Goes Here

TEAM

Edit Members

Nyssa020902	Owner	Custom role
Lauren	Project Admin	Custom role

+ Add Single Add Multiple Users Save

STATE SCIENCE DAY

GETTING STARTED / TOPIC SELECTION

DEVELOPING A QUESTION OR PROBLEM STATEMENT

BACKGROUND RESEARCH

STATING THE TESTABLE HYPOTHESIS

ENGINEERING DESIGN STATEMENT

PROCEDURE: METHODOLOGY

You will want to select that they are a Project Admin. This will mean they have full editing access to the project

Click Save to add the teacher



MY PROJECTS

BELIEVE IN OHIO

SCIENCE DAY

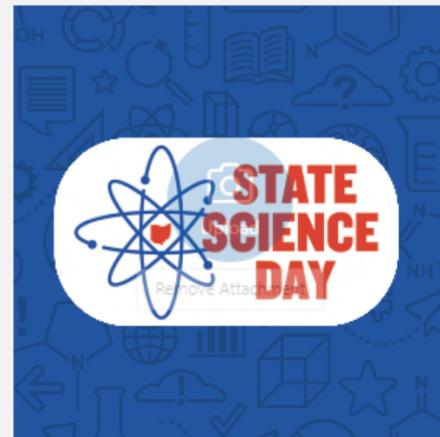


< BACK

GETTING STARTED

PUBLIC MODE

SAVE



Science Day Project Title

75 characters remaining

DESCRIPTION

Abstract Goes Here

TEAM



CATEGORIES

CUSTOM TAG

You will see the teacher has been added here

+ NEW SECTION



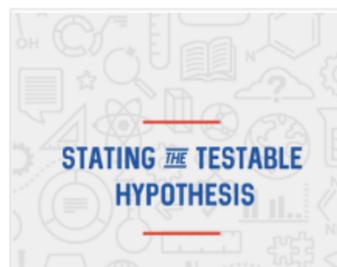
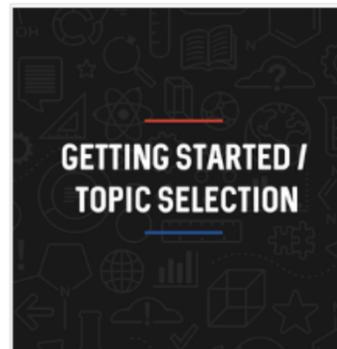
LIST VIEW

GRID VIEW

LINKED PROJECTS

TEAM CHAT

RESULTS



The teacher invited to the project will receive the following email. Click Join Now!

Invite to join project Science Day Project Title Inbox x

 **The Ohio Academy of Science** <activity@projectboard.world> 12:43 PM (1 minute ago) 
to NyssaTest734 ▾

Hi there,

You have been invited by [Nyssa020902](#) to join **the** Project "Science Day Project Title".

[Join Now!](#)

You're receiving this message because you registered with **the** ProjectBoard network of websites (including Engineering.com and MakeProjects.com).

[Manage Notifications](#) | [Privacy Policy](#)

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[↩ Reply](#) [↩ Reply all](#) [➦ Forward](#)

Teammate B

MY PROJECTS BELIEVE IN OHIO SCIENCE DAY

GETTING STARTED PUBLIC MODE SAVE

Science Day Project Title 75 characters remaining

DESCRIPTION
Abstract Goes Here

TEAM
+ CATEGORIES
+ CUSTOM TAG

+ NEW SECTION REORDER

LIST VIEW **GRID VIEW** LINKED PROJECTS TEAM CHAT RESULTS

GETTING STARTED / TOPIC SELECTION

DEVELOPING A QUESTION OR PROBLEM STATEMENT

BACKGROUND RESEARCH

STATING THE TESTABLE HYPOTHESIS

ENGINEERING DESIGN STATEMENT

PROCEDURE: METHODOLOGY

You will be taken to My Projects and will see your group project there.

If you have additional questions, you can ask your teacher or get in touch with ProjectBoard support at support@projectboard.world