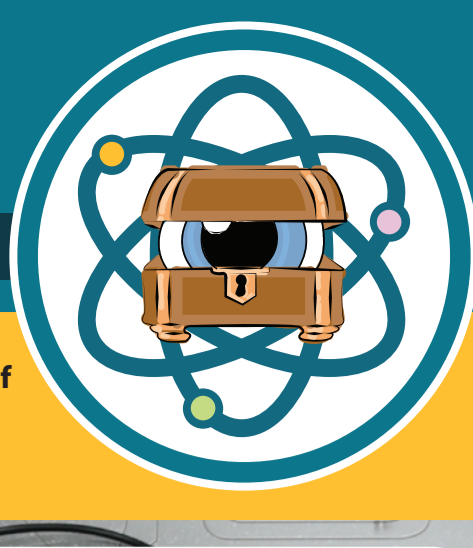


Ark of Inquiry

platform tutorial

issued by the Ark of Inquiry project consortium



Welcome to the Ark of Inquiry! This tutorial will show you how the Ark of Inquiry platform can support and facilitate inquiry learning in your classroom. Click [here](#) or go to [arkportal.eu](#) to start your journey!

Welcome teachers, scientists, staff of science centres and museums!

The first step in using the Ark of Inquiry platform is registering your user account. You can do so by visiting **the platform page** and clicking on the “register” button on the top right corner of the page and filling in a short registration form.

The second step is to **contact your local coordinator** via e-mail and ask to be given the role of the teacher within the platform. Same is true for scientist and staff of museums and science centres, within in the platform you are all viewed as teachers or mentors to pupils.

*Click on the list button to access more information about this topic



After registering a new account and receiving a confirmation from your national coordinator, you are free to **log in** with the username and password you registered with and browse the platform.

Next, it would be useful to get acquainted with the selection of **inquiry activities** that are available before connecting with your pupils on the platform. You can do so by choosing the “Inquiry activities” option from the title page or from the menu on the top right corner of the page.

After getting a clear idea about which activities match the needs of your pupils and best suit the curricula, the next step is to **create a group** or groups and start adding pupils to these groups. Using groups helps you easily navigate between different topics and pupil groups. This is especially useful if you teach two or more different subjects or grade levels. Remember to always use very clear names for groups so that pupils can easily find the right groups.

You can always view the groups you have created from your profile page, called **“My inquiry passport”**.

If pupils have found your group by themselves, then you need to confirm their requests to join the groups. That can be done from that group's main page. If you are a scientist or a representative of a museum or a science centre, your groups should be based on topics that suit your interests, or on the activities that you have submitted to the platform that might require your guidance or visiting the location of your science centre, lab or museum. More about adding activities later in this tutorial.

Once you have created your group(s), you can add activities to your group. You were able to add them during the creation of the group(s), but you can also **add additional inquiry activities or pupils** later by clicking on the “Settings” submenu within the group page.

After the pupils have completed their activities and submitted a link with the overview of their activity, you can review their experience in a computer generated form that presents you their findings in weblink and offers some guiding questions for giving them **feedback**, which is then delivered to the pupil.

Other pupils can also review the work pupils do, if they have already done so, you can also see what other pupils think of the work submitted.

The requests for you to review the work of your pupils are presented for you on the group's main page.

The **“Teacher’s Toolbox”** box on the title page contains many helpful guidance materials for assessing the inquiry skills of your pupils and presents different pedagogical instruments for doing so.

Once you are familiar with how the platform works you can also add your own inquiry activities to the platform. To **add new inquiry activities**, go the “Inquiry activities” page and click on the “Add new” submenu. More information about adding activities will be provided by your local coordinator.



If you are a representative of a museum or a science centre, you can also add activities to the Ark of Inquiry platform. In this way, you can make it easier for teachers and pupils alike to find all the exciting inquiry activities that can be done with the help of your organisation, or by visiting your organisation in person. Make sure you provide all the necessary information about the activity, including the need for reservation or booking in advance.

If you are a scientist, you are free to add activities that are related to your research. In return you might get a fresh perspective on the topic from pupils all over Europe. In case of groups led by scientists, it is best to contact your local coordinator to find out how to reach pupils and teachers that might be interested in researching these topics.

To make the learning process easier for your pupils, you are free to post comments about inquiry activities on the group's “Comments” page. For additional ways to communicate with the project community, including pupils, scientists, the project team and local coordinators, check the **“Community”** page.

You can also post comments on a pupil's profile page. These comments are directed to that particular pupil. You can reach a pupil's profile page by clicking on that pupil's name on the group page.

Welcome pupils and parents!

The first step in using the Ark of Inquiry platform is registering your user account. You can do so by visiting **the platform page** and clicking on the “register” button on the top right corner of the page and filling in a short registration form.

After registering a new account you are free to **log in** with the username and password you registered with and browse the platform.

You can now browse **inquiry activities** or search for them based on the topics you find most interesting.

Teachers can add you to different groups they have created, but you can also **request to be added to certain groups**.

In order to join a group, choose the “Community” button from the title page or from the menu on the top right corner of the page. Use the search function to find the right group by typing in your teacher's or school's name. After you have found the right group, click on it and choose the “Join group” button on the bottom right corner.

You can always view the groups that you are a member of from your profile page, called **“My inquiry passport”**, which also shows a lot of different information about your activities within the platform, such as activities you have completed, activities you haven't completed yet, awards you have been awarded for your work etc. To access the profile page either click on the “Inquiry passport” button on the title page or click on your name and select “Show profile” from the top right corner.

To see the list of groups you are a member of, click on the submenu “Groups” within your profile.

Once you are member of a group, your teacher can recommend activities to you - you can see which activities the teacher has recommended from the group's page under the “recommended activities” submenu.

Click on the recommended activity to open the activity page. On this page you will see a small introduction of the activity. When you feel ready to start the activity click on the **“Start activity”** button on the bottom right corner of the page. Once you click on it, the page directs you to a new page where the activity is located. Ark of Inquiry platform has collected activities from all around Europe, so don't be alarmed when you find yourself directed outside the platform to a different webpage.

After you have completed all the assignments and tasks related to an activity and composed an overview of all the things you have discovered (for this you can use a blog, google document or anything else that allows you to present a weblink to your teacher with the results of the activity), you can go back to the activity page and click on the “Mark as completed” button on the bottom right corner of the page. This launches a pop-up window, where you can add a link to materials (filled worksheets, presentations, essays, reports, etc.) and comment on your work. After clicking on **“Complete activity”**, this information becomes visible for your teacher. Note that you have to provide a link to some materials in order to proceed and complete an activity.

Remember, you can always see which activities have already been started, but not completed on your profile page, under the submenus “Activities” and “Started”!

After you have completed an activity and submitted any materials or evidence that might relate to it, you will be provided feedback from your teacher. Until then you can start working on other inquiry activities or review the work of your classmates, by conducting peer review.

There might also be some **award badges** given to you for completing activities or peer reviewing the work of your classmates. These awards will be featured on your profile page.

Every now and then the project team will organise competitions, in which you and your teacher can partake. Being succesful in these competitions might grant other awards in addition to badges and will make sure your succes is documented in “The Hall of Fame”, a subsection of the “Community” page.

If you have any comments or questions, you are free to post comments about the activities on the groups “Comments” page. For additional ways to communicate with the project community, including your teacher, other teachers, scientists and others, check the **“Community”** page.

You can also post comments on your teacher's profile page. These comments are directed to that particular teacher. You can reach a teacher's profile page by clicking on your teacher's name on the group page.

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