

Instructions for teachers

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1 Before the challenge

1.1 Activate (done ONCE)

- 1. ville.utu.fi/#!assessment
- 2. Choose language from the top right corner.
- 3. Fill in the activation code (**BEBRASPUERTO2025**) and **Confirm**.
- 4. Select **New activation** on the right.

What would you like to do?

Login

Email
name.surname@exampl

Password

Register

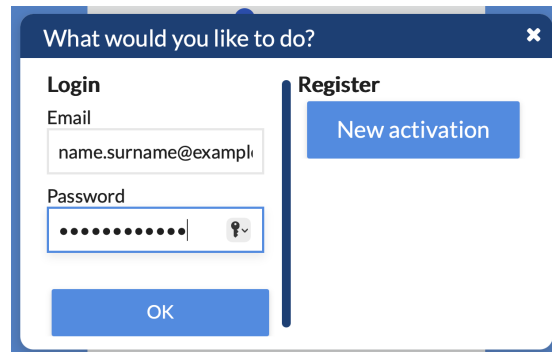
New activation

OK

- 5. Go through the activation process and **Activate**.

1.2 Log in

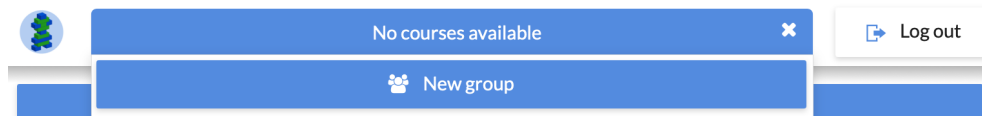
1. ville.utu.fi/#!/assessment
2. Fill in the same activation code you used in the activation and **Confirm**.
3. Fill in your email address and password and **OK**.



A dialog box titled "What would you like to do?" with a close button (X) in the top right corner. It contains two panels: "Login" and "Register". The "Login" panel has fields for "Email" (with placeholder text "name.surname@example") and "Password" (with masked dots and a toggle icon). Below these is an "OK" button. The "Register" panel has a "New activation" button.

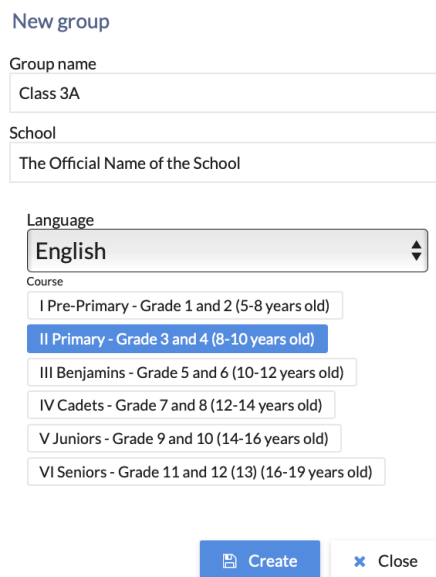
1.3 Create groups

1. Click the blue drop-down menu at the top of the page and click **New group**.



A blue navigation bar at the top of the page. On the left is a small icon of a person. In the center is a blue button labeled "New group" with a group icon. To the right of this button is a blue bar with the text "No courses available" and a close button (X). Further right is a "Log out" button with a user icon.

2. Give the group a name, write the name of the school, choose the language and then the age group, and **Create**.



A form titled "New group" for creating a new group. It contains the following fields and options:

- Group name:** A text input field with the placeholder text "Class 3A".
- School:** A text input field with the placeholder text "The Official Name of the School".
- Language:** A dropdown menu with "English" selected.
- Course:** A list of course options:
 - I Pre-Primary - Grade 1 and 2 (5-8 years old)
 - II Primary - Grade 3 and 4 (8-10 years old) (highlighted in blue)
 - III Benjamins - Grade 5 and 6 (10-12 years old)
 - IV Cadets - Grade 7 and 8 (12-14 years old)
 - V Juniors - Grade 9 and 10 (14-16 years old)
 - VI Seniors - Grade 11 and 12 (13) (16-19 years old)

At the bottom of the form are two buttons: "Create" (with a document icon) and "Close" (with an X icon).

1.4 Create student accounts

1. Choose the group from the drop-down menu at the top.
2. Click **Create new accounts**. (This is done separately for each gender.)

- Put one name per row, select students' gender, and check the email checkbox if you want an email of the accounts. **Save**.

Create new accounts ✕

Stella Student
Pia Pupil
Lea Learner

Gender
Female

- Download the **PDF** and/or the **Excel** file.
- Print the PDF/Excel file and cut it into strips. (One strip for each student with the QR code (PDF file), their name, username and password.)

2 During the challenge

2.1 Students' point of view

- Log into ViLLE
 - by scanning the QR code and filling in their password OR
 - by navigating to ville.utu.fi and filling in their username and password.



☐ Remember me [Forgot password?](#)

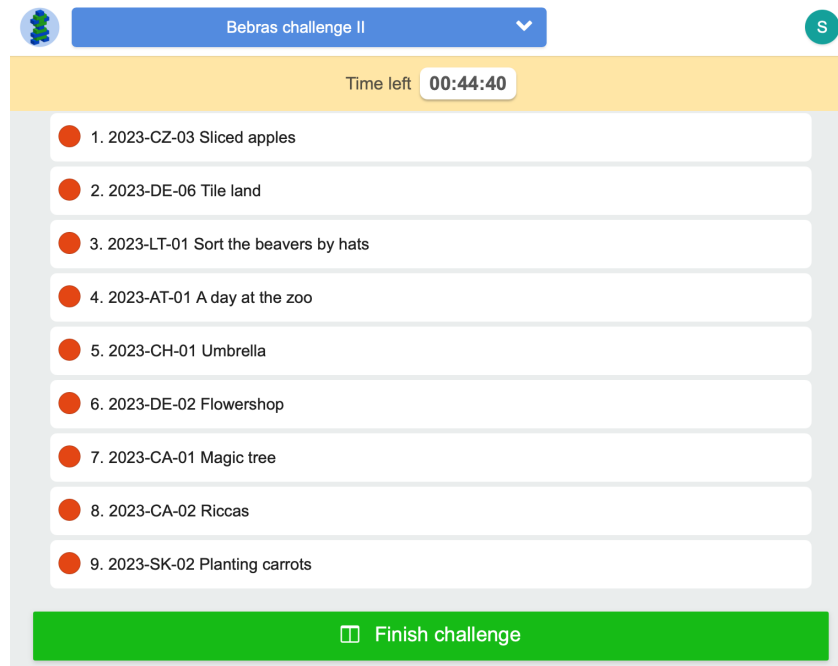
- Read the description and start the challenge by clicking on the name of the challenge.

Challenges

1. Bebras challenge II

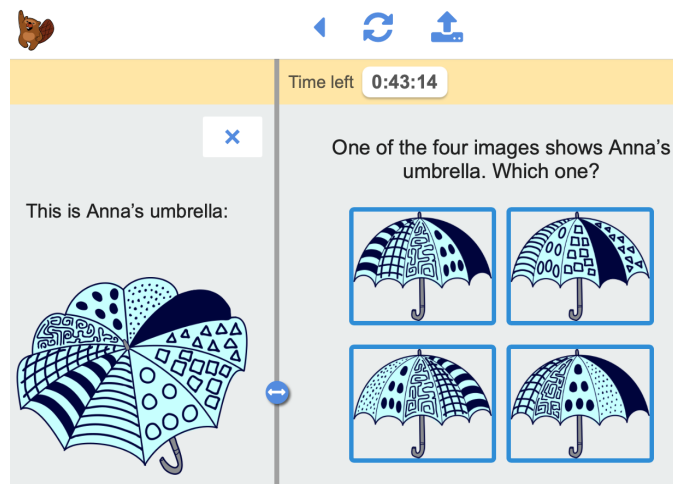
Bebras challenge

3. There is a certain amount of time to complete the challenge: see the timer at the top!

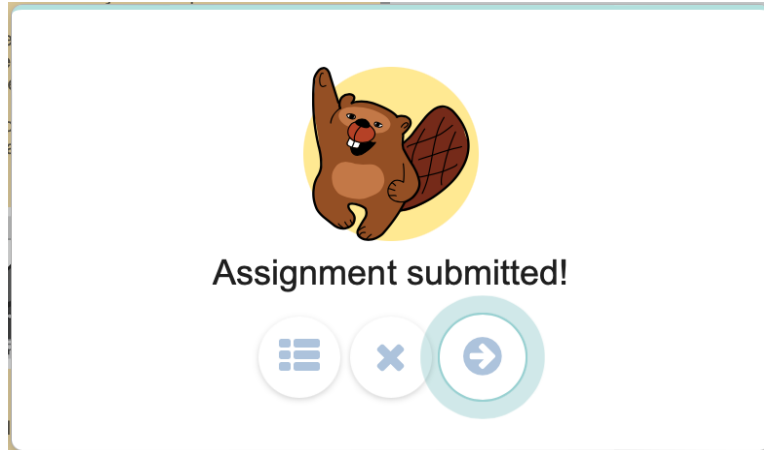


4. Tasks open by clicking on them.

5. **Submit tasks with** . **Reset tasks with** . **Return to the list of tasks with** .
- a. Tasks can be submitted multiple times and the latest answer will be the one to be evaluated.



6. After submitting, move on to the next task with arrow button  or to the list of tasks with list button .



- When you have completed the challenge, click the **Finish challenge** button.

2.2 Teachers' point of view

You can monitor the students in the teacher's view.

- Select the group you want to monitor from the **blue drop down menu** at the top of the page.
- Click **Manage students** at the top right to open the monitor view.

Manage students



Status	Name	Started	Finished	Deadline
Started	FirstName1 Surname1	31.10.2023 13:28	-	<u>31.10.2023 14:13</u>
Finished	FirstName2 Surname2	31.10.2023 13:32	31.10.2023 13:34	<u>31.10.2023 13:34</u>

- **Status:**
 - **Not started:** student has not opened the challenge yet.
 - **Started:** student has opened the challenge and is doing the tasks.
 - **Finished:** student has clicked the **Finish challenge** button.
- **Name**
- **Started:** when student started the challenge
- **Finished:** when student finished the challenge (by clicking the finish button)
- **Deadline:**
 - **Not started:** the end of the challenge in the country
 - **Started:** the end of the timer for the student
 - **Finished:** the time of finishing the challenge

Giving more time to students:

- If there is a reason to give more time to students, you can do it by clicking on the time stamp in the **Deadline** column, set the new deadline for the challenge and confirm.

If student accidentally ends the challenge too soon:

- To give the full amount of time, click on the **Status** to change it from **Finished** to **Not started** (student needs to start the timer again) or **Started** (the timer starts immediately).
- To give only the remaining time (for example 20 minutes), click on the **Status** to change it from **Finished** to **Started** (two clicks), and then change the **Deadline** so that the student has 20 minutes.

3 After the challenge

3.1 Finish the challenge, show scores, and download diplomas

1. Select the group from the blue drop down menu at the top.
2. **Close this challenge and publish scores**
3. **Download diplomas**

This will end the challenge so students will not be able to change their answers and they will see the final score from the challenge in their front page. You can also see a table of the scores on the teacher's front page.

3.2 The end of the challenge nationally

After the national challenge period is over, every group's challenge is closed automatically and the students' scores will be shown to the students. You can see the scores in the teacher's view too.

In addition to seeing the scores from your students, you will also see a leaderboard for the same age group as the chosen group. ViLLE will only show the top scores and how many students got that.

4 Research

The Bebras Challenge is organized in collaboration with multiple countries and it is a great opportunity to conduct multinational research. Therefore, the data collected from the challenge will be used in research pseudonymised (meaning that researchers won't know who is who, but if the results are exported again, the same account will result in the same id in the research data).

If students' guardians (or students themselves if they are old enough [depending on the law]) don't want that the data collected is used in the challenge, they are able to deny it.

The data includes:

- the country (since this is a multinational collaboration) and language (some countries have multiple languages)
- students' age group (Pre-Primary, Primary, Benjamins, Cadets, Juniors or Seniors)
- students' gender
- students' total score
- students' answers to all tasks + all resets of the tasks
- the amount of time that students' have taken to complete each task (each submission or reset)

As a teacher, please inform the guardians about the research and give them an opportunity to deny participation to the research.

Mark the information in ViLLE:

1. Log in and select the group from the blue drop-down menu at the top of the page.
2. Scroll down to the list of students.
3. Remove the tick mark from the checkboxes in the **Research permission** for students whose guardians have denied permission to use the data in research.

Username	Name	Score	Research Permission	
 bcfasi7643	FirstName1 Surname1	0	☐	
 bcqule7533	FirstName2 Surname2	15	☒	

For more information, contact the organiser of the Challenge at oipr@uprm.edu or edwin.florez@upr.edu

5 Other

5.1 Changing teacher's password

1. ville.utu.fi/#!/assessment
2. Give activation code & **Confirm**.
3. Give your email address and password & **OK**.
4. Click **Change password**.
5. Give the old password once and the new password twice & **Save**.

5.2 Resetting teacher's password

1. ville.utu.fi/#!/assessment
2. Give activation code & **Confirm**.
3. Click **Reset password**.
4. Give your email address & **Send**.
5. Check your email for a message from ViLLE and find your new password there.
6. It is recommended to change the password to something only you know.

5.3 Change passwords for all students in one group

1. Log in ville.utu.fi/#!assessment
2. Select the group from the drop down menu at the top.
3. Click **Change all passwords & OK**.
4. Download the PDF and/or the Excel file and print it.
5. Share new account information with students.

5.4 Change password of one student

1. Log in ville.utu.fi/#!assessment
2. Select the group from the drop down menu at the top.
3. Scroll down until you see the list of students and find the one student whose password needs changing.
4. Click the pen icon on the left of the students username.
5. Select **Change password**.
6. Write the new password twice OR click **Generate** and let ViLLE generate a new password.
7. Click **Save** and see the new account information.
8. Click **Download** to download the new information as PDF.
9. Share the new account information with the student.