

# Building a Presence for Science (BaP) in Illinois Web Tutorial

The electronic network for BaP is a powerful means for effective communication among teachers of science in Illinois. It will facilitate information dissemination and reduce teacher isolation. This tutorial should help you become familiar with web site, the network and your responsibilities.

## GETTING ACQUAINTED WITH NSTA/BAP WEB PAGES AND LINKS

Go to [www.nsta.org/bap](http://www.nsta.org/bap) and briefly look over “NSTA/BaP Home Page”. Do not try to login yet.

- A. Along the left side, click on “**Mission & Goals**”.
  1. Briefly, what is the mission of BaP?  
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  2. Briefly, what is the 2<sup>nd</sup> bullet under “Goals”? \_\_\_\_\_
  3. How many states are listed in Phase II of BaP? \_\_\_\_\_
  4. Use the back arrow (upper left) or click on “**Home**” to return to the BaP Home page.
- B. Along the left side, click on “**State Networks**”.
  1. On the U.S. map click inside the boundaries of Illinois.
  2. Under the State Coordinating Organization click on **Illinois Science Teachers Association** to open that web page.
- C. On the ISTA opening page on the left side under “Resources” click on “**Teacher Resources**”.
  1. Review some of the offerings under “Standards and Instruction” to share with colleagues.
  2. Scroll down the page to the section labeled “Classroom Resources” and see what is available.
    - a. Cite one offerings of particular interest to you or one of your colleagues.  
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  3. Click on “**Regional Directors**” under “About ISTA” on the left side of the page. Who are the Regional Directors for the region in which your school is located?  
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  4. Click on “**ISTA Home**” and when that page opens click on the Building a Presence for Science web address <http://nsta.org/bap/> on the right side of the page near the BaP logo.
- D. On the NSTA/BaP Opening Page click on “**FAQ**” (Frequently Asked Questions) on the left side of the page.
  1. Click on **Item #10** and read. Scan the rest of the FAQ list and read any of specific interest to you.
  2. Return to the NSTA/BaP Opening Page by clicking the “Home” button in the gray bar.
- E. On the Opening Page in the Login Here box enter your User Name and Password. In the drop down menu select either Point of Contact or Key Leader. When you click on the “**login**” button you will be sent to your Personal Point of Contact or Key Leader page.

*If you have lost your password click on “Lost your Password?” and another window will open up in which you enter your e-mail address and select Point of Contact or Key Leader. Your password will be sent to your email address. If your email address has changed since you became part of BaP, you will need to email the State Coordinator’s Representative Sherry Duncan at [sjduncan@uiuc.edu](mailto:sjduncan@uiuc.edu) with your name and school information and she will send you your password.*

Now **POINTS OF CONTACT** continue with Step “F”;

**KEY LEADERS** skip to Step “K”.

## POINTS OF CONTACT:

- F. When your “My BAP—Point of Contact” page opens, scan the items there. Notice that the 7 items on the left side (Mission-FAQ) are the same as those you have already reviewed.
- G. Under “Your Account” on the lower right side of the page click on **“Click here to edit your contact info”**.
  - 1. Carefully review and update your information, especially your most frequently used email address. It should be one that is accessible during the summer months.
  - 2. After you have made any other changes, scroll down the page and click on the **“Submit”** button. You will be sent to a page labeled “Update Your Contact Info” indicating that you have successfully updated your information.
  - 3. Click on **“Click here to return to My BAP”**.
- H. On your “My BAP” page, click on **“Email Your Key Leader”**.
  - 1. When you get to the email page, click in the “Subject” box and write “Finished Web Tutorial”.
  - 2. Then click in the “Body” box and write a short message to your key leader with your name and the name of the school for which you are a PoC.
  - 3. When you have finished your message, click on the “Send Email” button.
  - 4. A page will show indicating your message has been sent. On that page click on **“Click here to return to My BAP”**.
- I. Click on **“Illinois Message Board”**.
  - 1. Click on **“Greetings PoCs”**. You may also click on any other message(s) of interest to you or your school.
  - 2. At this point do not post a message or reply. Remember that messages on the Message Board can be read statewide.
- J. Click on the **“BaP Online”** button in the grey bar toward the top of the page to go back to your “My BaP” page. At this point you may explore any of the other links on your page. When you are finished, in the Login Here box in the upper right corner of the page click on **“click here”** to log out.

## KEY LEADER

- K. When your “My BAP—Key Leader” page opens, scan the items there. Notice that the 7 items on the left side (Mission-FAQ) have been replaced. You will explore those links, **but first...**
- L. Under “Your Account” on the lower right side of the page click on **“Click here to edit your contact info”**.
  - 1. Carefully review and update your information, especially your most frequently used email address. It should be one that is accessible during the summer months.
  - 2. After you have made any other changes, scroll down the page and click on the **“Submit”** button. You will be sent to a page labeled “Update Your Contact Info” indicating that you have successfully updated your information.
  - 3. Click on **“Click here to return to My BAP”**.
- M. On your “My BAP” page, click on the dark blue **“Administration”** button on the far left side of the page.
  - 1. On the Administration page click on **“View and Manage PoCs”**.
  - 2. Note the information available on the **“View and Manage”** page.
  - 3. Click on the **name** of one of your PoCs. Notice that that takes you to a page where you can edit the information about that PoC.
  - 4. **DO NOT** edit any information at this time. (When you do have to edit a PoC’s information, be sure to click the “Submit” button at the bottom of the page.)

5. Click the **“BaP Online”** button in the grey bar toward the top of the page to return to your **“My BaP”** page
- N. Click on the dark blue **“Communication Tools”** button on the far left side of the page.
  1. Notice all of the available communication tools.
  2. Click on **“Email Points of Contact”**.
    - a. Read the directions and click the button **“Check all PoCs”**.
    - b. In the **“Subject”** box write **“Hello from your Key Leader”**
    - c. In the **“Body”** box write a short message to your PoCs.
    - d. Click the **“Send Email”** button.
    - e. A page will show indicating your message has been sent. On that page click on **“Click here to return to My BAP”**.
- O. Again, Click on the **“Communication Tools”** button on the far left side of the page.
  1. Click on **“Illinois Message Board”**.
    - a. Click on **“Greetings Key Leaders”**. You may also click on any other message(s) of interest to you or your school.
    - b. At this point do not post a message or reply. Remember that messages on the Message Board can be read statewide.
- P. Click on the **“BaP Online”** button to go back to your **“My BaP”** page. At this point you may explore any of the other links on your page. When you are finished, in the **“Login Here”** box in the upper right corner of the page click on **“click here”** to log out.