

# GROUP KICK-OFF PREPARATION LIST

## WHAT YOU WILL NEED FOR THE KICK-OFF

- A Projector & Screen or Oversized monitor
- A Stable Wi-Fi connection
- A Computer
- YouScience Kick-Off Videos & Kick-Off Speaking Notes
- Paper & a pen or pencil for each student (Kick-Off Demo & Numerical Assessments Only)
- An administrator or yourself logged into your organizations' online YouScience Org Portal to help with any trouble.

## PREPARING FOR THE KICK-OFF

- Download the Kick-Off PowerPoint Presentation onto your computer
- Print out the Kick-Off Presentation Speaking Notes
- Review: The Language of YouScience (In *Introduction to YouScience*), What We Measure & Sample Exercises, The Science Behind YouScience, the Webinar Series (In *Knowledge Base*)

## IF YOU NEED US AT ANY TIME – CHAT WITH US

- The EASIEST and QUICKEST way to get to the YouScience Team is through the chat button on the bottom right-hand side of any screen on YouScience.com. We are there Mon-Fri from 8am – 6pm Central.

The included presentation is the recommended YouScience Kick-Off PowerPoint Presentation with our suggested order and speaking notes. However, you should feel free to make it your own; tell other stories, skip some of ours. Edit, rearrange, cut, add, do whatever is comfortable for you. We've included a few additional slides at the end of the presentation should you care to use them. Please download it to your computer prior to making any changes to the file.

Kick-Off Speaking Notes are also in the Notes section of the PowerPoint presentation slides. When giving the presentation, we suggest you use Presenter View, so you can view the notes along with the slide. Test this view on the computer & projector set-up you will use before your presentation.



## IMPORTANT FOR THE KICK-OFF

1. Make sure your students know your expectations for the assessment.
  - For example, do you want them to finish the Entire Assessment (Core Assessment & Both Amplifiers) or the Core Assessment Only? Are they to complete the assessment in school all in one sitting? Are they to complete the rest at home? If so, how many days do they have to complete it? See the *Implementation Guide* in *Implementation Planning*.
2. The results are released 24 hours AFTER the Core Assessment has been completed, unless set to a manual hold.
  - For example, if a student completes the Core Assessment at 1pm and continues on and takes the Amplifiers and completes those by 2pm, the results for both will generate at 1pm the following day. The 24-hour clock starts immediately after the Core has been completed. If a student decides to take the Amplifier Assessments 3 days after the Core Assessment, the Amplifier results will generate immediately. There is no 24-hour hold for the Amplifier results. See the *Implementation Guide* for your school's decision and the *Organization Portal Guide* for how to set up a manual release in *Implementation Planning*.
3. Make sure the students have a paper and pencil for the Kick-Off Demo and the Numerical Reasoning & Computation Assessments ONLY.
  - They are allowed to use paper and pencil ONLY during the Numerical Reasoning assessment (which is part of the Core) AND Numerical Computation, which is part of the Practical Amplifiers section.
4. After the Kick-Off, it is best practice to have the students begin the Core Assessment immediately. Ensure that everything is in place for this to happen.
  - Perhaps the students should bring their laptops in to the presentation, or students will go back to their individual classrooms and begin their Core Assessment there.
5. During the Assessment, provide 10- and 5-minute warnings before time is up.
  - Do not have students be in the middle of an exercise when the bell rings. Give 10- and 5-minute warnings, and tell your students NOT to begin a new exercise if it will take longer than the amount of time they have left. See *The YouScience Profile Timeframe* in *Introduction to YouScience*.
  - If a student was interrupted in the middle of an exercise and could not complete it, please contact YouScience through chat. We will reset that student's interrupted exercise so they can complete it in one sitting when they return. See *Troubleshooting* on *Page 5*.
6. When completing the Assessment, make sure the students LOG OUT of their account prior to shutting down their computer or closing the browser.
  - If they do not, the computer will remember them as the user and the next student will immediately be in that student's account. You do not want students completing each other's assessment. See *Page 4* for instructions on how students can log out.

## KEY POINTS TO COMMUNICATE DURING YOUR KICK-OFF

Your Kick-Off Presentation will be successful if your students walk into the YouScience Assessment excited, energized, and knowing these few things:

- This is a valuable and unique opportunity to learn all about YOU and your natural gifts. Make the most of it!
- This is NOT a test. There are no grades, there's no passing or failing. This is testing how your brain is wired and your natural abilities. The only way to "fail" is to not try your best.
- Do not cheat. This is not for a grade and you will not be compared to others. This is only for you. You'd only be cheating yourself of an opportunity to learn about you.
- Do not distract your neighbors.
- This can be hard, challenging, and even frustrating at times.
- Even if you feel like you aren't doing an exercise very well, you're still getting really great information about yourself. Pushing yourself to your limit is where you can learn the most about yourself!
- The exercises might seem random, but believe it or not, they are measuring really core and important aspects of what makes you, you!

Put in your best effort! If you get frustrated, take a quick break if you need, but push through and stay focused. An hour or two of your time now will give you a wealth of incredibly valuable information about yourself that you can use as you move forward into your adult life. Make the most out of this opportunity!

## STUDENT DIRECTIONS: HOW TO LOG IN & LOG OUT

### HOW TO LOG-IN

Log-In by Activating your YouScience Profile with an Activation Code:

- Go to [www.youscience.com/activate](http://www.youscience.com/activate)
- Enter your email address and activation code (if activation code has a dash “-“ disregard the dash and type in the letters and numbers without it.)
- Create your password and reenter it on the Confirm Password line
- Agree to Terms of Service and click Continue

To Access Your Results or To Come Back and Complete the YouScience Profile:

- Go to [www.youscience.com](http://www.youscience.com), click LOGIN on the top bar
- Or navigate directly to the log-in page: [www.youscience.com/login](http://www.youscience.com/login)
- Enter your email address and password to login

### HOW TO LOG-OUT

Log-Out from your YouScience Account:

- Click the “person” icon in the top right corner and click Log Out

Log-Out from within the Assessment:

- Make sure you have completed the exercise you are in before logging out
- Click the “person” icon in the top right corner and click Log Out

## TROUBLESHOOTING

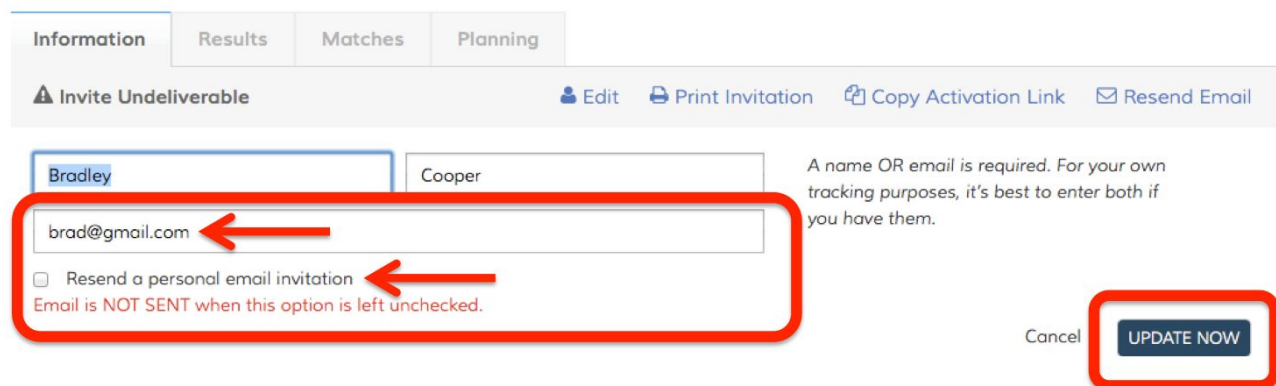
### HELP! I Need Someone From YouScience Immediately

- CHAT WITH US - The EASIEST and QUICKEST way to get to the YouScience Team is through the chat button on the bottom right-hand side of any screen on YouScience.com. We are there from 8am – 6pm Central Time Mon-Fri.
- CALL US – 615.650.1830 or 844-YOUSCIENCE (844.968.7243) from 8am – 6pm Central Time Mon-Fri.

### HELP! A Student Has Not Received the Invitation in their Email Inbox

#### Step One

- In the online Org Portal, look under the Pending Activations. Locate the student by using the search bar or clicking 'last name' to alphabetize the student list
- Click on the student's name and verify the email address on the left-hand side of the screen
- If their email address is incorrect, click Edit and fix the email address. Then click the block Resend A Personal Email Invitation and Update And Send Invite Now
- Follow Step Two if issue not resolved



Information Results Matches Planning

▲ Invite Undeliverable Edit Print Invitation Copy Activation Link Resend Email

Bradley Cooper

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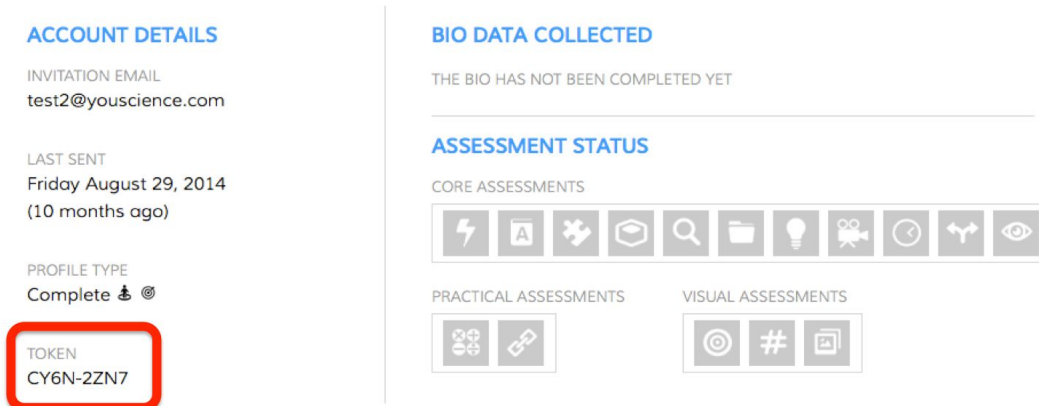
Resend a personal email invitation  
Email is NOT SENT when this option is left unchecked.

A name OR email is required. For your own tracking purposes, it's best to enter both if you have them.

Cancel UPDATE NOW

## Step Two

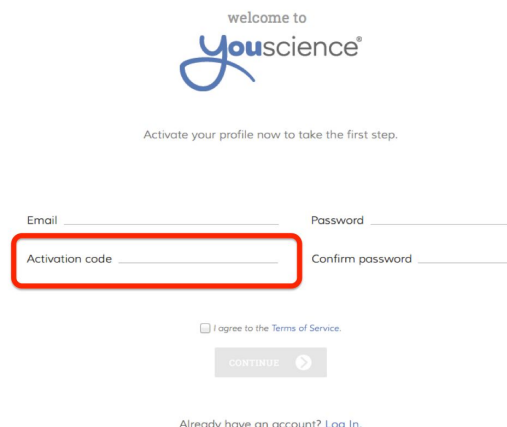
- Look up the student in the online Org Portal under the Pending Activations tab. Once you find the name click on the box that they are in.
- You will see their Activation Code/TOKEN on the left-hand side. Copy that down (e.g. CY6N-2ZN7).



The screenshot shows a user profile page with two main sections:

- ACCOUNT DETAILS:**
  - INVITATION EMAIL: test2@youscience.com
  - LAST SENT: Friday August 29, 2014 (10 months ago)
  - PROFILE TYPE: Complete
  - TOKEN: CY6N-2ZN7** (highlighted with a red box)
- BIO DATA COLLECTED:** THE BIO HAS NOT BEEN COMPLETED YET
- ASSESSMENT STATUS:**
  - CORE ASSESSMENTS: A row of 10 icons representing various assessment types.
  - PRACTICAL ASSESSMENTS: Two icons representing practical assessment types.
  - VISUAL ASSESSMENTS: Three icons representing visual assessment types.

- Ask the student to go to [www.youscience.com/activate](http://www.youscience.com/activate). You will see the screen below.
- Have the student input the email address, create a password AND enter the token information where it says Activation Code. – DO NOT include the dash “-“ if there is one.



The screenshot shows the activation page with the following elements:

- welcome to YouScience logo
- Activate your profile now to take the first step.
- Form fields: Email, Password, Activation code (highlighted with a red box), and Confirm password.
- I agree to the Terms of Service.
- CONTINUE button with a right arrow.
- Already have an account? Log In.

## HELP! A Student Was Interrupted in the Middle of an Assessment Exercise!

- If a student was interrupted in the middle of an exercise and could not complete it, please contact YouScience through chat. We will reset that student’s interrupted

exercise so they can complete it in one sitting when they return.