

Resilience Charter School

HEADRUSH PROJECT SITE - HOW TO

1. How to get to Edio

- a. Type into the URL taskbar the following:
 - i. Resilience.headrushapp.com
- b. The user name will be your students' Resilience Charter School email. (The first initial of their first name and their full last name.)
 - i. Ex: ajones@students.resiliencecharter.org
- c. Students should use the Sign in with Google, option, and use their Resilience email and password to sign in.

2. How to turn in an assignment

- a. Go to the project you wish to turn in work for. Each class will have a name for the current project they are working on.
- b. Clicking on the "Task Board" will lead them to the assignments for that project.
- c. Each task will have its own box. This means that the task described in each box must be completed and turned in for credit.
- d. Click on the task to read the task details and see what needs to be done for that assignment.
- e. When a student is ready to complete the assignment click on the evidence tab then click on "add note". If the task asks them to attach a file or image, they can click "Add Link/File" under Attachments and either upload a file or insert a link to a Google Doc or Google Drive file.
 - i. If the evidence submission is a Google Doc or something created in the student's Google Drive, there is a "Share" button in the top right corner,
 - ii. Click "Share", then click "Get Shareable Link".
 - iii. The link has now been copied.
 - iv. Return to the Evidence tab of the Task in Headrush, click Add Link/File, and paste the link that was just copied.
- f. **After completing the task, students MUST click "Submit". If they don't, teachers cannot see completed work.**

3. How to revise/resubmit work

- a. Students must go to the task for which they wish to revise or resubmit work.
 - b. While on the task students must click on the evidence tab and click on “Add/Revise Evidence”.
4. How to ensure work has been submitted
- a. Click on the task you are wanting to check.
 - b. While on the task detail tab there will be a green circle with a check mark when work has been submitted.
 - c. When clicking on the evidence tab any evidence that has been submitted will be seen where the “add note” box should be.
5. How to ask a public question (visible for the whole class)
- a. Click on the task you have a question about.
 - b. While reading the task details scroll down on the task.
 - c. Notice the box that says “submit comment”.
 - d. Click on the box and submit your comment.
6. How to ask a private question (visible only for teacher and student)
- a. Click on the task you have a question about and “submit evidence” (even if it is not complete or correct).
 - b. After you have submitted evidence stay on the evidence tab of that task.
 - c. Scroll down on the task to where it says “Submit Comment”.
 - d. Click on the box and submit your question.