

BUILDING A PRESENCE FOR SCIENCE IN NEW YORK STATE (BaP)
AUTO-TUTORIAL WORKSHOP FOR POINTS OF CONTACT (PoC)

Introductions and Background

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

Getting Acquainted with NSTA/BaP Web Pages & Links

Go to www.nsta.org/bap and briefly look over “**NSTA/BaP Opening Page (Home)**”.

Do not try to login yet.

A. Along left side, click on “**Mission & Goals**”.

1. Briefly, what is the mission of BaP? _____
2. Briefly, what is the 2nd bullet under “Goals”? _____
3. How many states are listed in Phase II of BaP? _____
4. Use back arrows (upper left) or click on “Home” to return to “NSTA/BaP Opening Page (Home)”.

B. Along left side, click on “**State Networks**”.

1. On the U.S. Map, click inside boundaries of New York State.
2. Under State Coordinating Organization, click on STANYS to open that web page.
3. On the left hand list, click on “BaP and Other Programs”. The third option is “Building a Presence. Open that option.
4. Scroll down to “BaP Points of Contact”.
 - a. Focusing on Expectation D, what mechanism does your school have to implement this?

 - b. Focusing on Opportunity C, what information would be most helpful to you from the electronic network?

5. Click back and return to the “Building a Presence Page”. Open “New York State BaP Map and Super key Leaders List”. Who is your Super Key Leader? _____

C. Click back to the STANYS Opening Page, click on “**About STANYS**”

1. Open the option “membership”.
2. What are two benefits of having STANYS membership?
3. Using back arrow, return to NSTA/BaP New York Opening Page with State Networks.

D. On the New York Opening Page, scroll down to “**State Partners**”.

1. Click on “NYS Dept. of Ed.- Science” (beside the 7th bullet).
2. When you are on the SED page, Under “Assessment”, click on “Schedules”.
 - a. What is a date for one of the Regents Science Exams in June 2006? _____
3. Using back arrow, return to “NSTA/BaP Opening Page”.

E. On the “NSTA/BaP Opening Page” along left side, click on “**FAQ**” (**Frequently Asked Questions**).

1. Click on Item #10 & read. Scan the rest of the FAQ list & read any of specific interest to you.
2. Using back arrow, return to “NSTA/BaP Opening Page”.

F. Volunteer as a Point of Contact, if you have not yet done so. Go to the box on the right side, “Become a Point of Contact”. In the box, click on down arrow beside Alabama and click on New York. Submit. Read message under “Become a Point of Contact”. Enter into the template your school’s post office ZIP, and/or your school’s city (post office), and/or one key word from school’s name. (In case of schools with numbers, i.e. PS 134 or IS 32, enter only the numbers.) Submit. From the list of schools, click on your building and complete the template information. You must include an E-mail address. At the bottom of template, select your own unique User Name and your own unique Password. If either is already taken, you will need to make an additional selection. Submit. Record your unique User Name /Password.

G. Return to NSTA/BaP “Opening Page”. Login to **your personal PoC Page**:

1. In Login Here box: Type User Name; Enter Password; Scroll to Point of Contact in box; Click on login.

H. Scan the menu of items on your personal “Point of Contact Page”, but do not click on any of them yet.

1. Note that the 7 items on left side (Mission-FAQ) are the same as those you have already reviewed.

I. Under Message Board, click on “**NY message board**”.

1. Click on “Greetings PoC”. Also, click on any other message(s) of interest to you or your school.

(While you can also enter messages on the NY Message board, remember that they will be viewed statewide. Use this feature sparingly and only for messages with statewide import. Also, note color-coding for message senders.)

2. At this time do not post a message or reply. Remember message on the “board” go statewide.

3. Using the back arrow twice or click on BaP Online, return to your Point of Contact (PoC) Page.

J. Click on “**E-Blast Archives**”.

1. Click on any two months & read their “Contents”. Return to E-Blast Archives menu.

2. Scroll down menu of items & click on “Professional Development Special”. List one short-term professional development opportunity. _____

3. Under that same folder, list one on-line course available.

(The E-Blast will come to you directly as an E-mail message without your having to login to NSTA/BaP. Share them with your teachers and administrators, as appropriate.)

K. Under Your Account, click on “**Edit your contact info**”.

1. Carefully review & update your info, especially your most frequently used **E-mail address**. This should be accessible during the summer months.

2. Look carefully at “Discipline” and at “Grade Level Taught”.

(As your building’s PoC, you must check-off all disciplines/grades presently taught in your building for which you will be the PoC, not just your own grade/discipline(s).

3. Make sure you click on button at the bottom of the page to “**submit**”.

4. Return to your PoC Page by using back arrow.

L. Click on “**E-mail your Key Leader**”.

1. Create a short message to your Key Leader and click “Send E-mail”.

2. Return to your PoC Page by the back arrow.

M. Click on “**E mail other PoCs**”.

1. From the list, click on two names in your group of PoCs, create a short message, & click “Send” **Messages from your Key Leader, Section Liaison & State Coordinators and other PoCs will come directly to you as an E-mail message without your having to logon to NSTA/BaP. Then, share them with your teachers and administrators, as appropriate.**

2. Return to your PoC Page.

N. On the left side, click on **FAQ (Frequently Asked Questions)**.

1. Read information about your role as a PoC, questions #6 & #7.

2. Return to your PoC Page by using back arrow.

3. Log off. (Upper right corner, Click Here to log out.)