

Instructions Bebras Challenge in ViLLE

1 Before the challenge	1
1.1 Activation (done only ONCE)	1
1.2 Creating groups and student accounts	4
2 During the challenge	6
2.1 Students' point of view	6
2.2 Teachers' point of view	10
3 After the challenge	11
3.1 Finish the challenge and show scores	11
3.2 Download diplomas	12
3.3 The end of the challenge nationally	13
3.4 Research permissions (IMPORTANT)	13

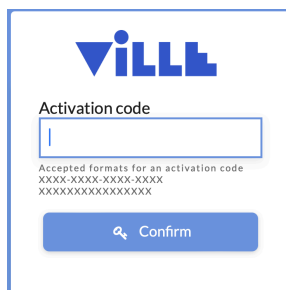
1 Before the challenge

You and students may use a computer, a laptop, or a tablet (smartphone is not supported) and the following browsers: Google Chrome, Mozilla Firefox, Microsoft Edge, and Safari. Internet Explorer is not supported! **Make sure the devices and browsers are updated.**

1.1 Activation (done only ONCE)

1. Navigate to ville.utu.fi/#!assessment.
2. Choose the language from the top right corner.
3. Fill in the activation code. (You will use the same activation code each time you login.)

For Puerto Rico the code is **BEBR24PUERTORICO**

The image shows a screenshot of the ViLLE activation code input form. At the top, there is the ViLLE logo in blue. Below the logo, the text "Activation code" is displayed above a text input field. Underneath the input field, there is a small text label "Accepted formats for an activation code" followed by two lines of "XXXX-XXXX-XXXX-XXXX" and a line of "XXXXXXXXXXXXXXXXXX". At the bottom of the form, there is a blue button with a magnifying glass icon and the text "Confirm".

4. Click **Confirm**.
5. Select **New activation**. Ignore email and password fields at this point: those are used to log in after activation.

6. Read the "Description" (1/4) and click **Next page**.
7. Fill in your email address and create a password (2/4) and click **Next page**.

8. Read the terms of service. Approve them to continue (3/4) and click **Next page**.

9. Check that everything is correct (4/4).
 - a. Go back to previous pages to change something if needed.
 - b. You also need to approve that your email address can be used to send you two kinds of emails: 1. you have activated this email address and 2. students' account information (if you choose that). No other emails will be sent by ViLLE.

Summary (4 / 4)

Email: name.surname@example.com
Language: [English](#)

Information above is correct
 I can be contacted regarding this competition.

[Previous page](#) [Activate](#)

10. Click **Activate**.

1.2 Creating groups and student accounts

1. Log in ville.utu.fi/#!assessment:
 - a. Fill in the same activation code you used in the activation. For Puerto Rico the code is **BEBR24PUERTORICO**
 - b. Click **Confirm**.
 - c. Fill in your email address and password that you set up in the activation.

What would you like to do?

Email
name.surname@example.com

Password
.....

[New activation](#)

[OK](#)

- d. Click **OK**.
2. Create a group:
 - a. Click the blue drop-down menu at the top of the page.
 - b. Click **New group**.

[Log out](#)

[New group](#)

- c. Give the group a name, choose language for the challenge and then the age group.

New group

Group name

Language

Course

- d. Click **Create**.
- e. There are a few things in the teachers view:
 - i. You can choose the group you want to see from the blue drop-down menu at the top.
 - ii. **The challenge is running** means that the challenge is still on with this group and you can do it with your students.
 - iii. **Close the challenge and publish scores** button allows you to close the challenge for this group. It will also calculate the final scores and show them to you and the students.
 - iv. You can see the description for students on the left and for teachers on the right.

Test1 Log out

Challenge is running

Student's description

Welcome to the Bebras Challenge!
 Are you ready to challenge yourself?
 You can start the challenge by clicking the button on the left (Bebras Challenge). When you do that, the timer will start. You have 45 minutes to complete the challenge.
 You can see the questions as a list. Open the question by clicking it.
 For the choice questions, click on the answer and then press the Submit button (marked in orange at the top of the page).
 In the questions where you must write your answer, write it and then press the OK button (located under the box where you will enter the answer). DO NOT click Submit or you will lose points, even if your answer is correct.
 You can return to the list of questions with the arrow at the top.
 When you're done, make sure all tasks are marked to be evaluated with the checkboxes. If you choose not to evaluate a task, you will not get points, even if it is correct.
 When you are ready, close the challenge with the button Finish challenge.
 Good luck!

Teacher's description

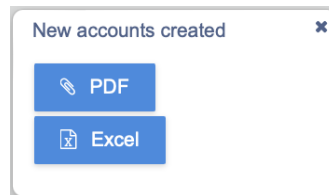
Welcome to the Bebras Challenge!
 You are now looking at the teacher's view where you can create and manage groups, create and modify students' accounts and see the results of the challenge. You will also be able to print diplomas for students after the challenge.
 There is a blue drop down menu at the top of the page. There you can select which group you want to see and manage. From there you can also add new groups.
 Scroll down to see the list of students in the group and add and modify students' accounts.
 During the challenge, you can see the students' status and time stamps for starting and closing the challenge with the Manage the students button. Read more about this in the instructions sent by email.
 After the group is finished, you may click the Close this challenge and publish scores button. That will close the challenge so that no one in this group can submit answers anymore. It will also calculate the total scores and show them to the students in their view. You can see the scores in a table below. Note that no one can not see the points of individual questions.
 After that you can also print diplomas for the students from the button at the top of the page.

Students

Username	Name	Research Permission

- f. To create students' accounts, click **Create new accounts**.
 - i. This is done separately for girls and boys (students' official sex is what determines this, not their gender identity).
- g. Write students' names in the text area or copy them somewhere and paste here.
 - i. Make sure there is one name per one row!
 - ii. This is the name that will appear on the certificate of participation, so make sure it is spelled correctly.
- h. Select students' gender from the drop down menu.
- i. If you want to receive the account information via email, check that checkbox.

- j. Click **Save**.
- k. Download the PDF file and/or the Excel file with students' information with the buttons. (Both files contain the same information.)



- l. Close the pop-up-window and repeat for the other sex.
3. Print the PDF/Excel files and cut it into strips.
 - a. One strip for each student with the QR code (PDF file), their name, username and password.

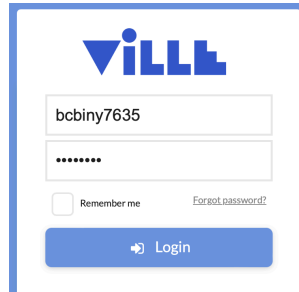
2 During the challenge

You and students may use a computer, a laptop, or a tablet (smartphone is not supported) and the following browsers: Google Chrome, Mozilla Firefox, Microsoft Edge, and Safari. Internet Explorer is not supported! **Make sure the devices and browsers are updated.**

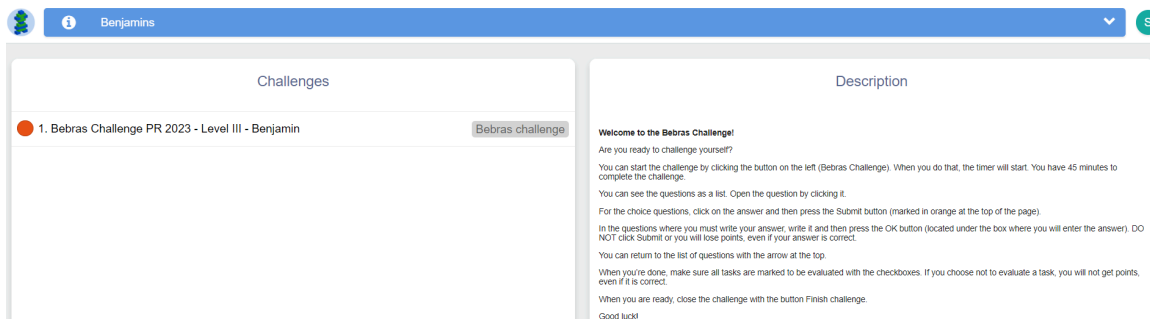
2.1 Students' point of view

This chapter explains the process of taking the challenge with the students.

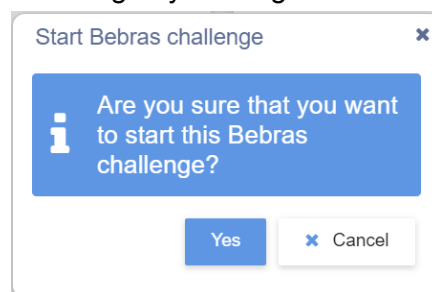
1. Give the paper strips with the usernames and passwords to the students.
2. Students log into ViLLE:
 - a. by scanning the QR code in the paper strip and filling in their password (PDF file)
OR
 - b. by navigating to ville.utu.fi and filling in their username and password.



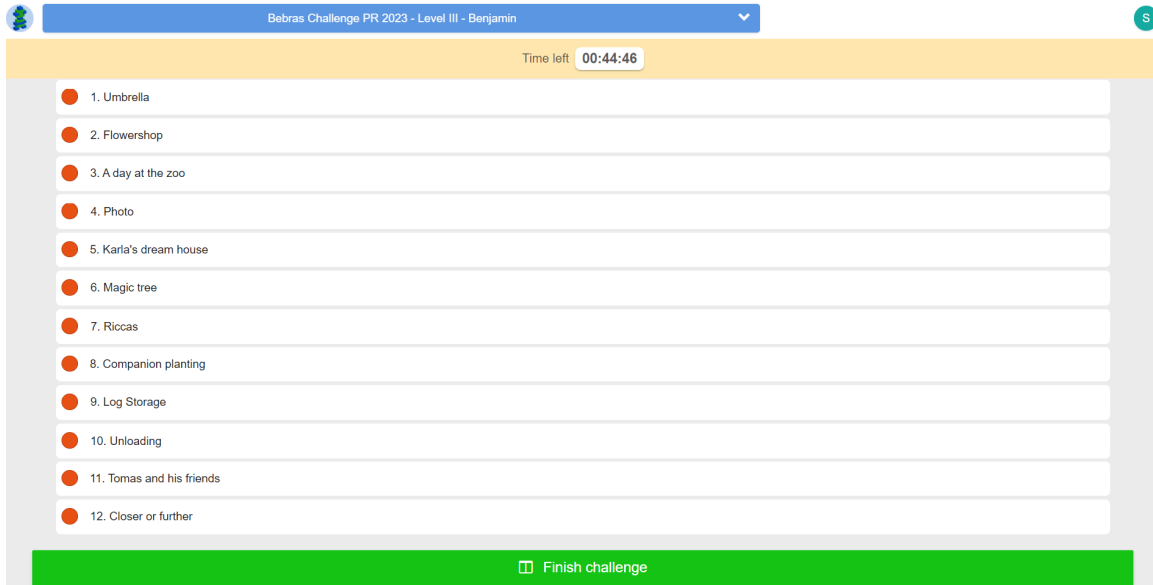
3. Students can see the challenge on the left and information and description on the right.




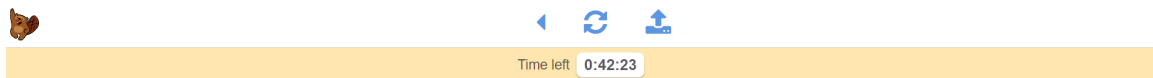
4. The students start the challenge by clicking on the name of the challenge on the left and by accepting to start the challenge by clicking **Yes** in the pop up window.






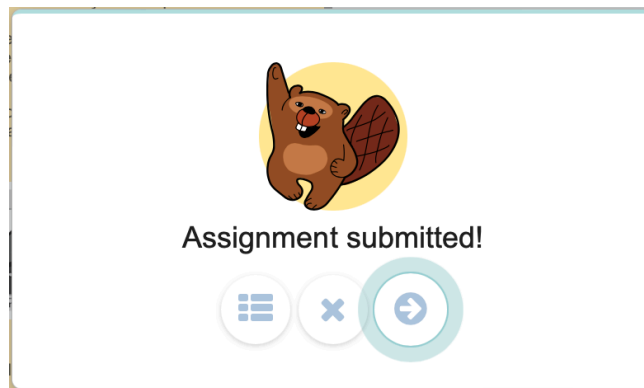
5. Students can then see a timer, the list of tasks and a **Finnish challenge** button.
 - a. Students have a certain amount of time to complete the challenge. The timer starts when students start the challenge.
 - b. The timer is individual so if someone starts the challenge later than others, they will still have the same amount of time to complete the challenge.



6. Students may do the tasks in any order. Tasks open by clicking on them.
7. Once the task is completed, **the answers must be submitted by clicking on the "Submit exercise" button  at the top.**
 - a. Tasks can be submitted multiple times and the latest answer will be the one to be evaluated.
 - b. When students see the beaver, they can be sure that the answers are saved.



8. While in task, student can start the task over by clicking the reset button .
9. Students can move on to the next task by clicking on the arrow , or to the list of tasks by clicking the list icon .



10. When a student has completed the challenge, they can click the **Finish challenge** button to close the challenge for them.

11. After closing the challenge, students can view the list of tasks. However, students will not be able to see the tasks anymore.

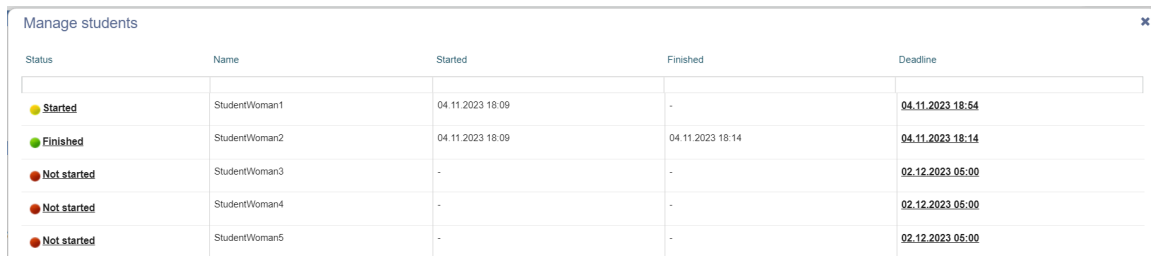
2.2 Teachers' point of view

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

1. Log in ville.utu.fi/#!assessment:
 - a. Fill in the same activation code you used in the activation. For Puerto Rico the code is **BEBR24PUERTORICO**
 - b. Click **Confirm**.
 - c. Fill in your email address and password that you set up in the activation.



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



Status	Name	Started	Finished	Deadline
Started	StudentWoman1	04.11.2023 18:09	-	04.11.2023 18:54
Finished	StudentWoman2	04.11.2023 18:09	04.11.2023 18:14	04.11.2023 18:14
Not started	StudentWoman3	-	-	02.12.2023 05:00
Not started	StudentWoman4	-	-	02.12.2023 05:00
Not started	StudentWoman5	-	-	02.12.2023 05:00

In the monitor view, there is a table of the students and their progress. The first column shows the status of the challenge:

1. **Not started**: student has not opened the challenge yet.
2. **Started**: student has opened the challenge and is doing the tasks.
3. **Finished**: student has clicked the **Finish challenge** button.

By clicking on the word, you can change the status:

1. **Not started** -> **Started** starts the clock
2. **Started** -> **Finished** closes the challenge
3. **Finished** -> **Not started** opens the challenge again

You can also see the starting and finishing times in the table. The closing time in the table refers to the time the timer runs out (or the closing time of the challenge nationally if the student has

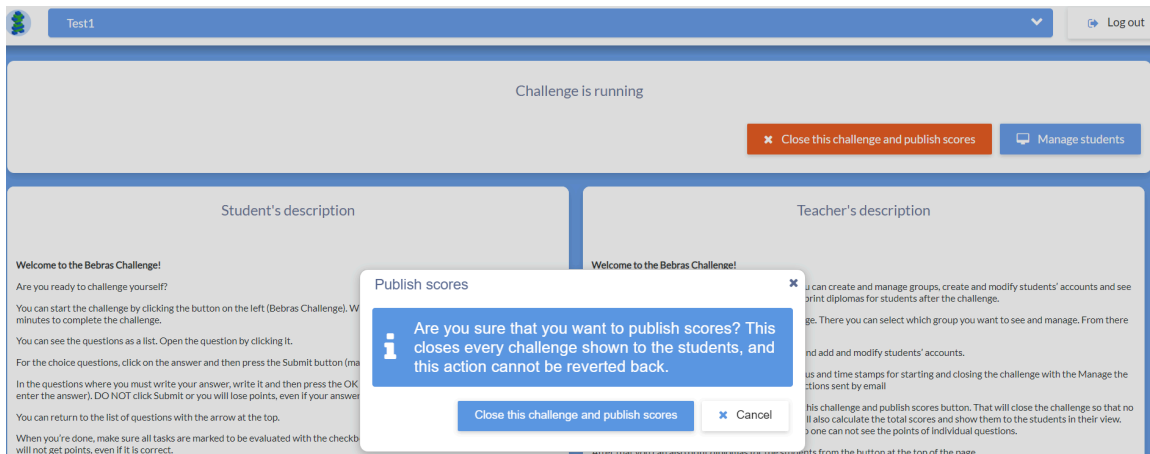
not started the challenge). *Don't change the times unless there is a power outage or some other reason for extended time.*

3 After the challenge

3.1 Finish the challenge and show scores

Make sure you have selected the correct group from the blue drop down menu at the top of the page.

Once the students have completed the challenge, you can click the **Close this challenge and publish scores** button.



This will end the challenge for the chosen group so students will not be able to change their answers. However, the students will see the final score from the challenge in their front page. (Note: the students will not be able to see the scores or answers to the questions separately.)

You can see a table of the scores on the teacher's front page.

The screenshot shows a table titled 'Students' with the following data:

Username	Name	Score	Research Permission
bcqaku7223	StudentWoman1	-	<input checked="" type="checkbox"/>
bcbyls4479	StudentWoman2	20	<input checked="" type="checkbox"/>
bckulu6246	StudentWoman3	-	<input checked="" type="checkbox"/>

3.2 Download diplomas

Make sure you have selected the correct group from the blue drop down menu at the top of the page.

After the students have completed the challenge, you can print diplomas. Make sure you do the previous step (3.1.) first and that the students have their real names in ViLLE.

You'll find the **Print Diplomas** button at the top of the page. Clicking that will start the download and then you can print the PDF file and give the diplomas to the students.

3.3 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. **Make sure you have selected the correct group from the blue drop down menu at the top of the page.**

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.

3.4 Research permissions (IMPORTANT)

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 anonymously. 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 ville.utu.fi/#!assessment:
 - a. Fill in the same activation code you used in the activation. For Puerto Rico the code is **BEBR24PUERTORICO**
 - b. Click **Confirm**.

c. Fill in your email address and password that you set up in the activation.



What would you like to do?

Email
name.surname@example.com






Password

New activation

OK

d. Click **OK**.

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

Students				
Username	Name	Score	Research Permission	
 bcoşku7223	StudentWoman1	-	<input checked="" type="checkbox"/>	
 bcbyla4479	StudentWoman2	20	<input checked="" type="checkbox"/>	
 bckulu6246	StudentWoman3	-	<input checked="" type="checkbox"/>	