

**How to register as a new student on  
ProjectBoard and  
create your first project**

# Registration (New student)



## Science is in Everyone

The Ohio Academy of Science empowers student-led research for Ohio's future. Explore our programs below, become a sponsor, judge or mentor, or participate in our local or state-wide events!

TITLE SPONSORS



SEE ALL SPONSORS

BECOME A SPONSOR

INSTITUTIONAL MEMBERS

BECOME A MEMBER

## Our Mission



The Ohio Academy of Science



Copy link



1:22 / 1:23

YouTube



JUDGE PORTAL



STUDENT PORTAL



TEACHER PORTAL



MENTOR PORTAL

Get started at  
<https://projectboard.world/oas>

When you're ready to register as a student, click on the "Student Portal" button

Read through the information on the Student Portal

Click on the "START NOW!" button to sign up

The screenshot shows the student portal for The Ohio Academy of Science. At the top, there is a navigation bar with links for MY PROJECTS, OHIO STEP, SCIENCE DAY, BUCKEYE SCIENCE AND ENGINEERING FAIR, and HELP. A 'Log in' button is in the top right corner. Below the navigation bar, there are two buttons: 'CLICK HERE!' for Ohio STEM teachers and 'CHECK OUT PROJECTBOARD' for those outside Ohio. The main content area features a 'Welcome Students!' heading, a paragraph about developing STEM projects, and a 'ProjectBoard' link. A large group photo of students is shown on the right, with the Ohio Academy of Science logo overlaid. At the bottom of the photo, there is a 'VIEW OAS PROGRAM TIMELINE' button. Two buttons, 'START NOW!' and 'CONTACT OAS', are located below the text. An orange arrow points from the text 'Click on the "START NOW!" button to sign up' to the 'START NOW!' button.

# STEP 1: complete the sign up form

### Sign up

Do you already have an account with ProjectBoard, Engineering.com or Make: Projects? [Log in](#)

Enter email \*

Re-Enter email \*

Enter First Name \*

Enter Last Name \*

Choose a username \*

Enter Password \*

Confirm Password \*

Are you 13 and under? \*

We are creating a trusted and safe place. I agree to be positive and productive

I wish to receive marketing emails

By clicking continue, you agree to our [Terms of Use](#). Find out more about our [COPPA Privacy Policy, here](#).

**CONTINUE**

Are you 13 and under? \*

Enter your parent's email \*

If you're 13 and under, you'll be asked to provide your parent's email address. Enter your parent/guardian's email address here.

Per COPPA policy, you'll need to choose if you're 13 and under

By selecting the checkmarks, you're agreeing to conduct yourself positively

Click on the 'CONTINUE' button

Children's Online Privacy Protection Act (COPPA) is a United States federal law that applies to the online collection of personal information by persons or entities under U.S. jurisdiction about children under 13 years of age, including children outside the U.S.

## STEP 2: fill in additional details about yourself

Welcome to OAS 2024!

(\* = required)

Just a few more questions for students participating this year

Parent's name \* ⓘ

Parent's phone number \*

Home County \* ⓘ

Grade \*

Age \*

School Name \* ⓘ

SUBMIT & CONTINUE

Note: hovering on the small ⓘ icon will provide more information about how you can fill in these fields

Click on the "SUBMIT & CONTINUE" button

## STEP 3: If you're 13 and under, an email will be sent to your parent or guardian's email address to seek their approval

Dear Parent or Guardian,

Exciting news!! Std testseot28 has just embarked on a STEM journey by creating a **ProjectBoard** account on behalf of the **Ohio Academy of Science (OAS)**.

They need your approval to continue. Please click the "APPROVE" button below, and they will be able to join the OAS program, and participate in project-based learning and STEM competitions in Ohio.

Due to the Children's Online Privacy Protection Act, if you do not approve this account, your child's account and projects will be deleted in 14 days.

For more information about the OAS programs, please visit our [site](#).

**APPROVE**

© 2023 ProjectBoard

Your parent/guardian needs to click on the "APPROVE" button to approve your account

**Once your parent/guardian approves, they will see this confirmation screen.  
You will be able to continue working on your project.**

**Std testseot28's ProjectBoard Account is  
Approved!**

To learn more about the OAS program your child  
is participating in, and how you can be involved:

[CLICK HERE TO GO TO OAS](#)

**Clicking here would take  
you to the OAS landing page**

After 14 days, if your parent/guardian  
does not approve, you will not lose any  
work you have done on your project,  
but you will be locked out of your  
account until they approve.

# Registration (Existing student)

This site uses cookies to provide you with a great user experience. By using ProjectBoard you accept our use of cookies



## Science is in Everyone

The Ohio Academy of Science empowers student-led research for Ohio's future. Explore our programs below, become a sponsor, judge or mentor, or participate in our local or state-wide events!

### TITLE SPONSORS



SEE ALL SPONSORS

BECOME A SPONSOR

INSTITUTIONAL MEMBERS

BECOME A MEMBER

## Our Mission

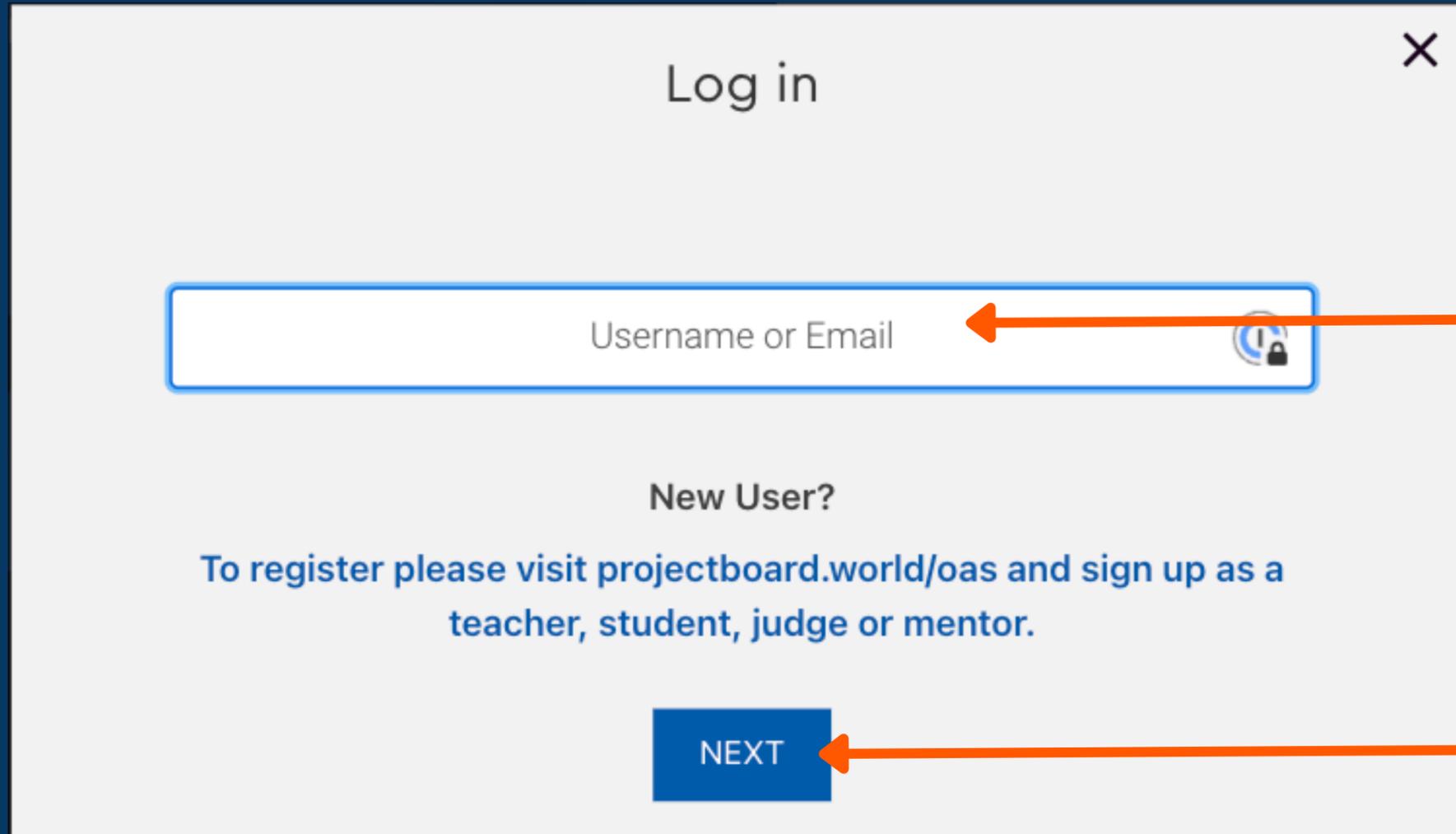
The Ohio Academy of Science

Copy link



Get started at <https://projectboard.world/oas> and click on the "Log In" button at the top right corner

# STEP 1: Enter your username or email address



The image shows a 'Log in' form with a white background and a dark blue border. At the top left, the text 'Log in' is displayed, and at the top right, there is a close button 'X'. Below the title is a text input field with a blue border and a light blue background. The placeholder text inside the field is 'Username or Email'. To the right of the input field is a small icon of a person with a padlock. Below the input field, the text 'New User?' is centered. Underneath that, a blue link reads 'To register please visit [projectboard.world/oas](https://projectboard.world/oas) and sign up as a teacher, student, judge or mentor.' At the bottom center of the form is a blue rectangular button with the word 'NEXT' in white capital letters.

1) Enter your Username or Email

2) Click the 'NEXT' button

## STEP 2: Enter your password and log into your ProjectBoard account

Hello, arpitasharma ×

Enter your|password 

**LOGIN**

Forget Your Password?  
[Reset Password](#) | [Email Login Link](#) 

1) Enter your password

2) Click the 'LOGIN' button

# STEP 3: Fill in some details about yourself that require updating from last year

Children's Online Privacy Protection Act (COPPA) is a United States federal law that applies to the online collection of personal information by persons or entities under U.S. jurisdiction about children under 13 years of age, including children outside the U.S.

Welcome to OAS 2024!

(\* = required)

Just a few more questions for students participating this year

Are you 13 or under? \*

Yes

Parent's email address \*

Please type answer

Parent's name \*

Please type answer

Parent's phone number \*

Please type answer

Home County \* ⓘ

County

Grade \*

Please type answer

Age \*

Please type answer

SUBMIT & CONTINUE

Note that hovering over the small “i” icon for the fields “Home County” and “School Name” will provide more information about how you can fill in those fields

Click on the “SUBMIT & CONTINUE” button when done

## STEP 3: If you're 13 and under, an email will be sent to your parent or guardian's email address to seek their approval

Dear Parent or Guardian,

Exciting news!! Std testseot28 has just embarked on a STEM journey by creating a **ProjectBoard** account on behalf of the **Ohio Academy of Science (OAS)**.

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© 2023 ProjectBoard

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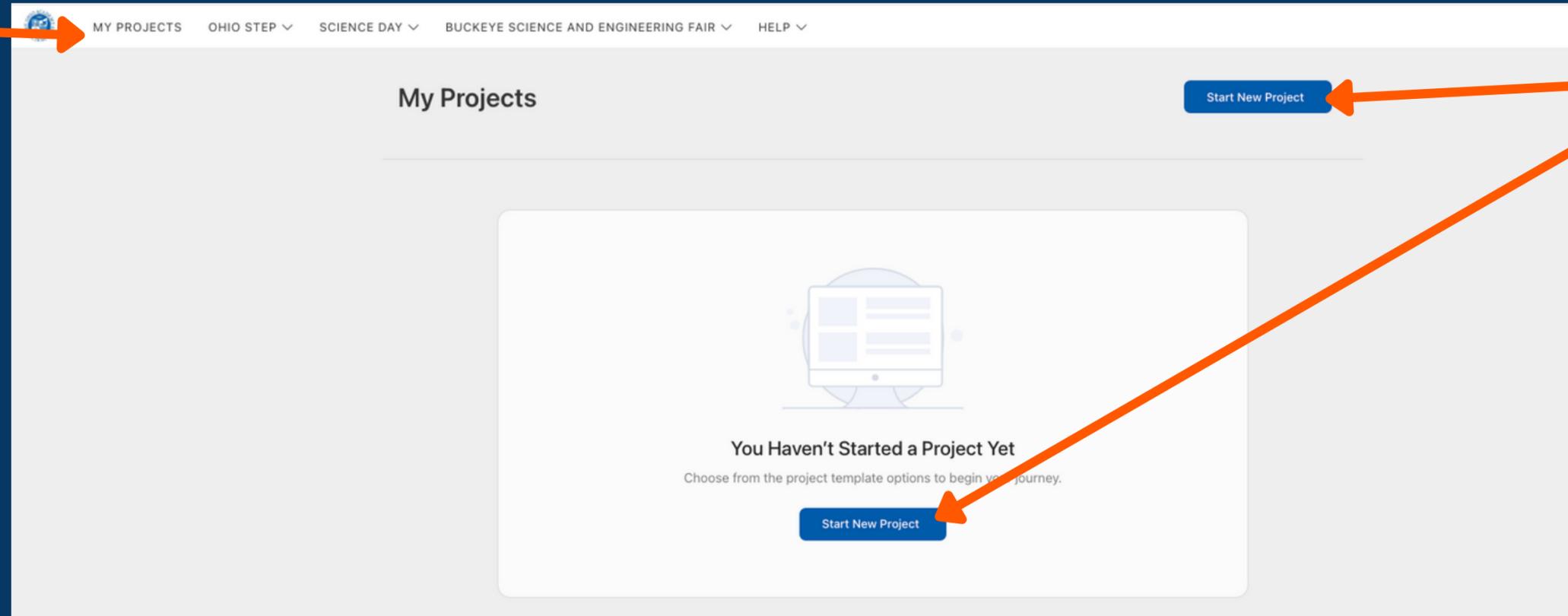
**Clicking here would take  
you to the OAS landing page**

After 14 days, if your parent/guardian  
does not approve, you will not lose any  
work you have done on your project,  
but you will be locked out of your  
account until they approve.

# Starting your project

# After registration, you will be taken to your “My Projects” page. You can now start your first project

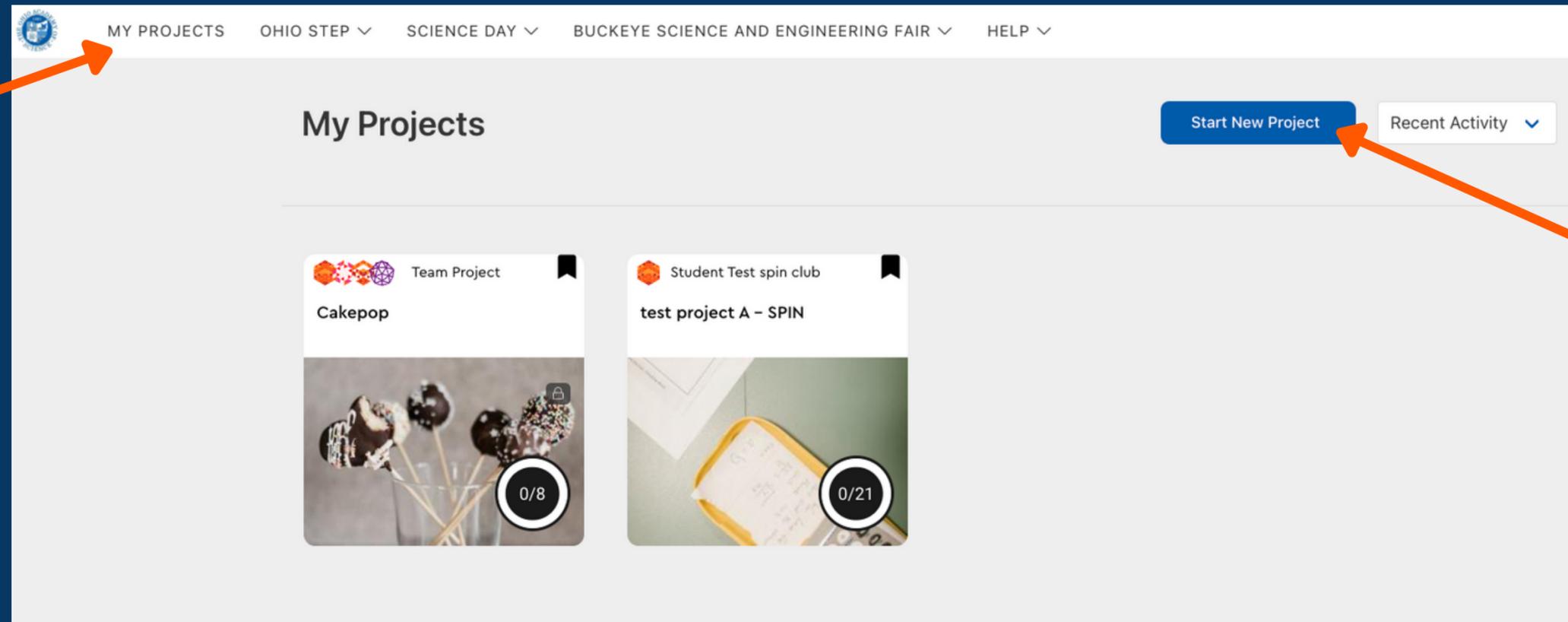
Clicking on ‘My Projects’  
tab on the Navigation bar  
will bring you back to My  
Projects page



To create a Project,  
click on the ‘Start  
New Project’ button

If you are a returning student, you will be taken to My Projects page where you can see projects you've created last year and start your new project

Clicking on 'My Projects' tab on the Navigation bar will bring you back to My Projects page

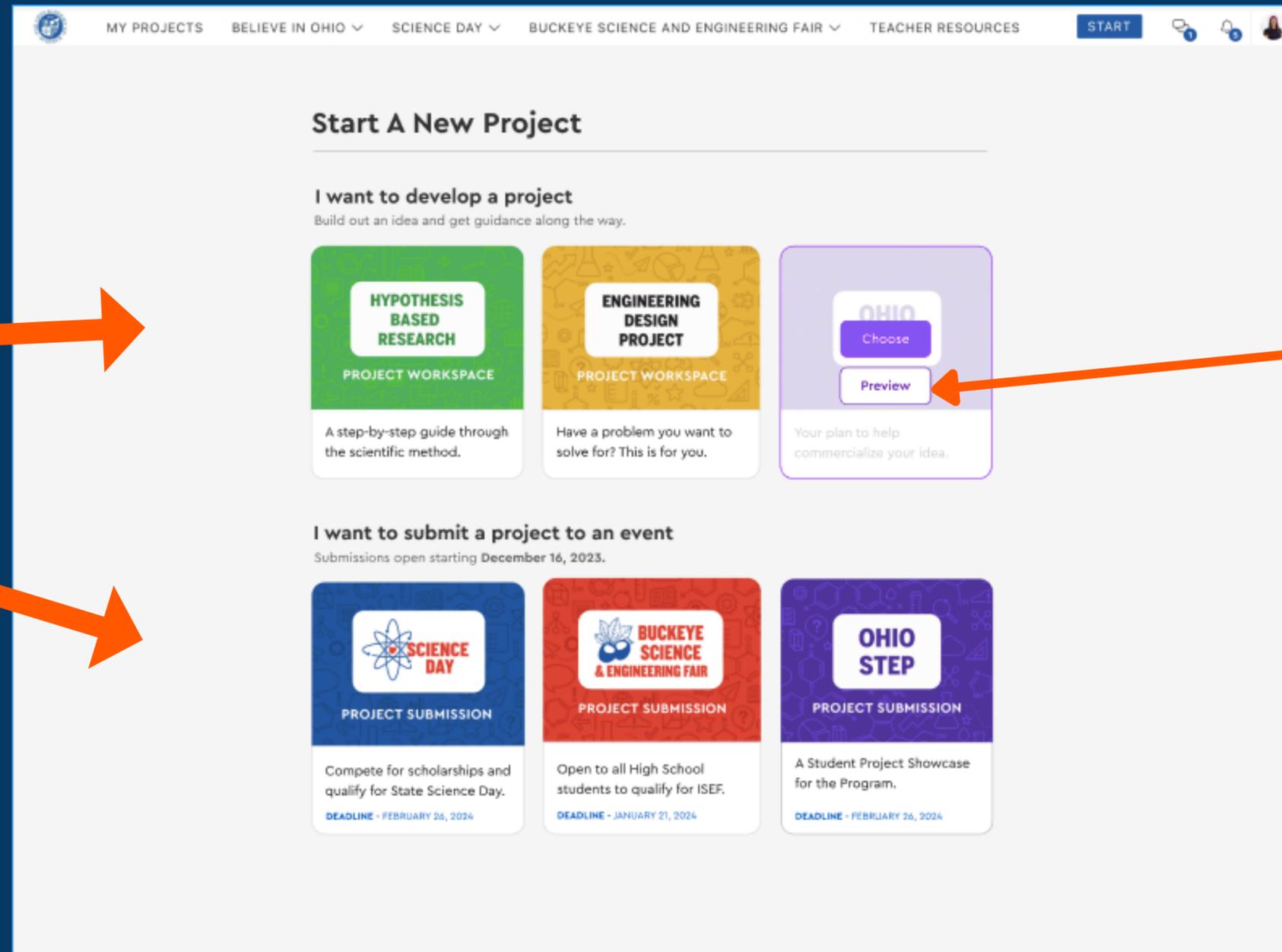


To create a Project, click on the 'Start New Project' button

# You can now preview or choose a template for your project

There are two types of project templates:

1. Project-Based-Learning (PBL) template (these projects are available to start now!)
2. Event template (these are not open to the public yet, but you can preview them now).

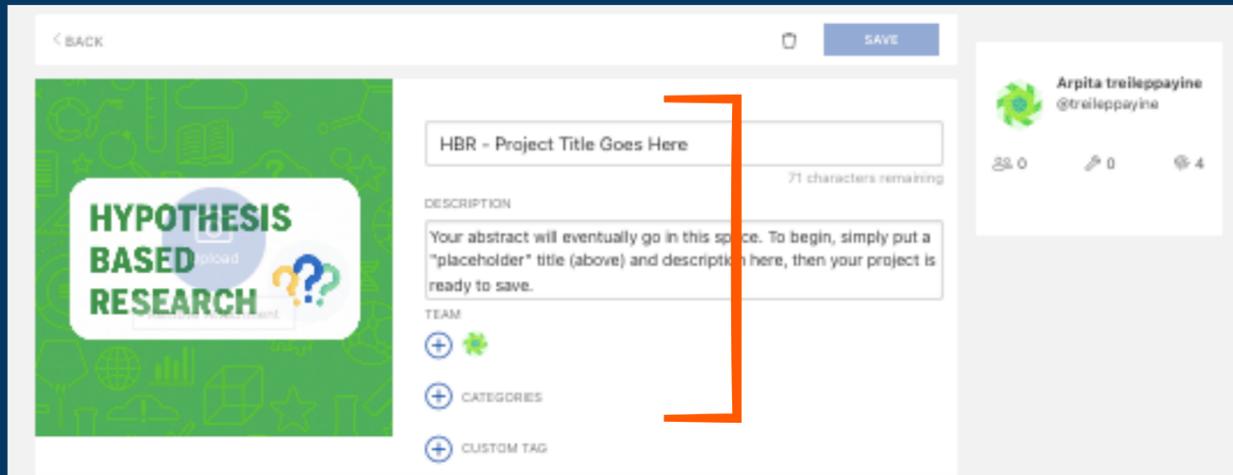


Hovering over a template will provide you with the options to 'Preview' or 'Choose' the template

# Navigating a project

## Project header

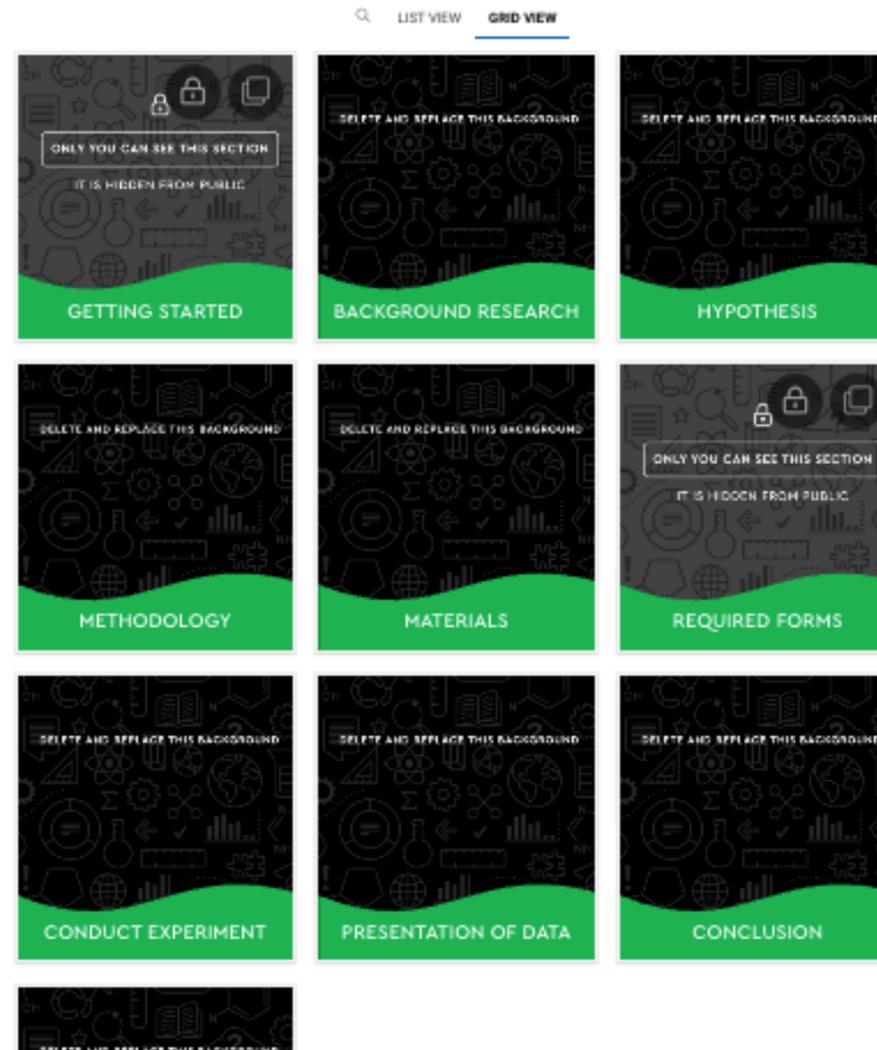
Here you can add information about your project such as title, description, cover image



A screenshot of the project header form. On the left is a green cover image with the text "HYPOTHESIS BASED RESEARCH" and a question mark icon. To the right is a form with a title field containing "HBR - Project Title Goes Here", a description field with placeholder text, and buttons for "TEAM", "CATEGORIES", and "CUSTOM TAG". A "SAVE" button is in the top right. A user profile for "Arpita treleppayine" is visible on the far right.

## Getting started section

Here you will find out instructions regarding how to build your project



A screenshot of the "Getting started" section showing a grid of project sections. The sections are: GETTING STARTED, BACKGROUND RESEARCH, HYPOTHESIS, METHODOLOGY, MATERIALS, REQUIRED FORMS, CONDUCT EXPERIMENT, PRESENTATION OF DATA, and CONCLUSION. Each section has a placeholder image with a green bottom bar and a title. The "GETTING STARTED" section is highlighted with a white border.

## Project sections

Click on each project section and go through the instructions to understand the information you need to populate your project with

# Previewing a Project Template

Read the sections in each template and see if they match the type of project you would like to do.

To choose another template or go back to view all the templates, click on “Choose Another” button

The screenshot displays a project template preview interface. At the top left, a button labeled "Choose Another" is highlighted with a red box and an orange arrow. At the top right, a button labeled "Start This Project" is also highlighted with a red box and an orange arrow. The main preview area shows a green-themed template titled "HYPOTHESIS BASED RESEARCH" with a placeholder title "HBR - Project Title Goes Here" and a description: "Your abstract will eventually go in this space. To begin, simply put a 'placeholder' title (above) and description here, then your project is ready to save." Below the main preview is a grid of six smaller template thumbnails labeled "BACKGROUND RESEARCH", "HYPOTHESIS", "METHODOLOGY", "MATERIALS", "CONDUCT EXPERIMENT", and "PRESENTATION OF DATA". A user profile for Lauren Baldesarra is visible on the right side of the main preview.

To select this template for your project, click on “Start This Project” button

# Choosing a project template takes you to the new project

The screenshot shows a project creation form. At the top left is a '< BACK' button. At the top right is a 'SAVE' button. The form includes a title field with the placeholder 'EDP - Project Title Goes Here' and a character count of '71 characters remaining'. Below the title is a 'DESCRIPTION' field with placeholder text: 'Your abstract will eventually go in this space. To begin, simply put a "placeholder" title (above) and description here, then your project is ready to save.' There are also sections for 'TEAM', 'CATEGORIES', and 'CUSTOM TAG'. An orange callout box with an arrow pointing to the 'SAVE' button contains the text: '2) Click the 'Save' button to save changes to your Project'. Another orange callout box with an arrow pointing to the title and description fields contains the text: 'In order to save your project, you need to edit the Title & Description'. Below the form is a grid of six project templates. The first template is titled 'GETTING STARTED' and has a lock icon and the text 'ONLY YOU CAN SEE THIS SECTION' and 'IT IS HIDDEN FROM PUBLIC'. The other five templates are titled 'BACKGROUND RESEARCH', 'ENGINEERING DESIGN STATEMENT', 'DESIGN PLAN', 'MATERIALS', and 'ISEF FORMS', each with the text 'DELETE AND REPLACE THIS BACKGROUND'.

Once your project is saved, you can always come back and make changes to it and work on it later (it will be found in your My Projects)

# How to make changes to your project header

**Click on the 'Edit' button to make changes to your Project title and description**

**Modified Title**  
Modified Description

TEAM  
+ 👤

Std testseot28  
@lebuddoikauloi1250  
0 👤 2 ✎ 4 📶

Modified Title  
86 characters remaining

DESCRIPTION  
Modified Description

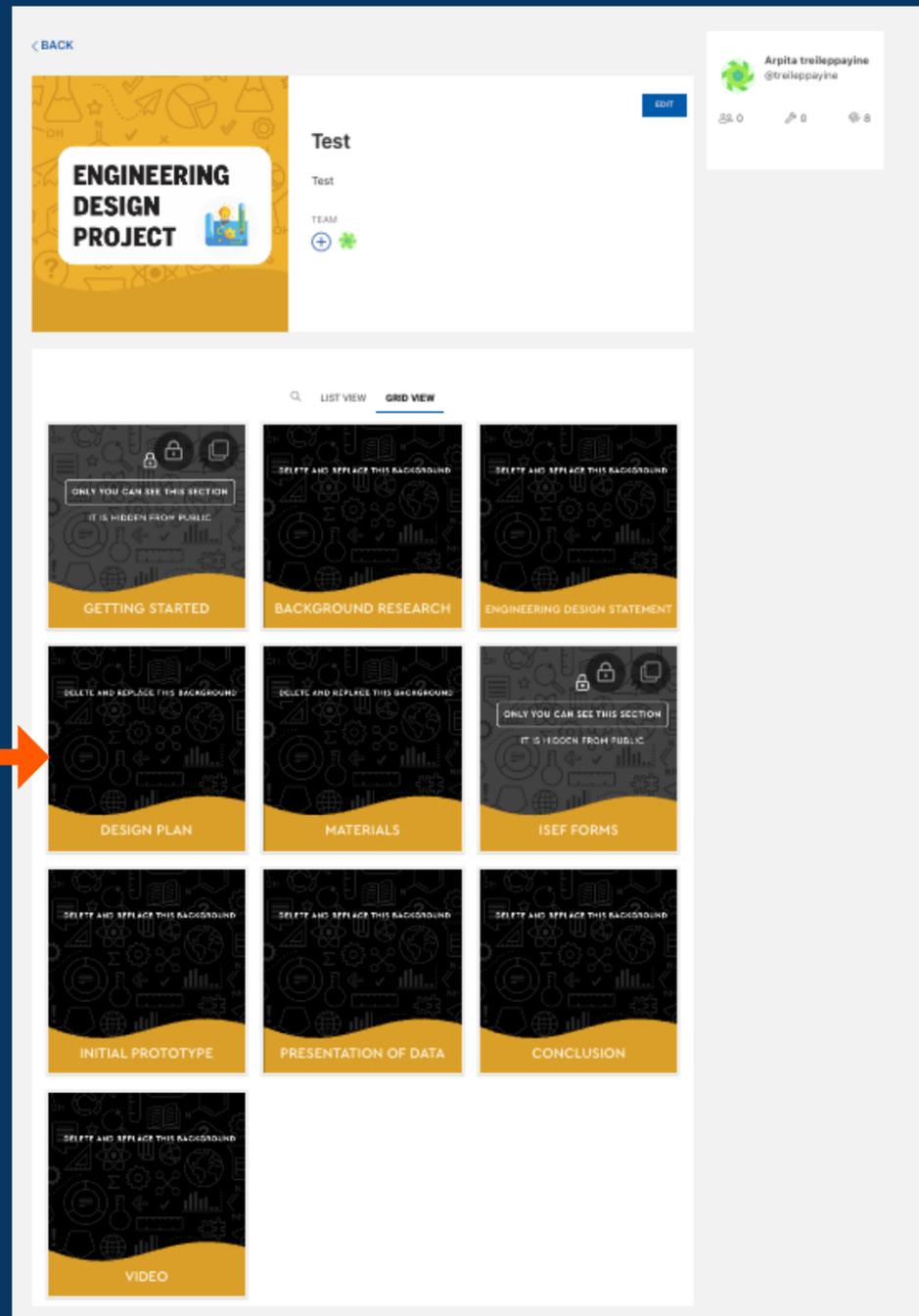
TEAM  
+ 👤

+ CATEGORIES

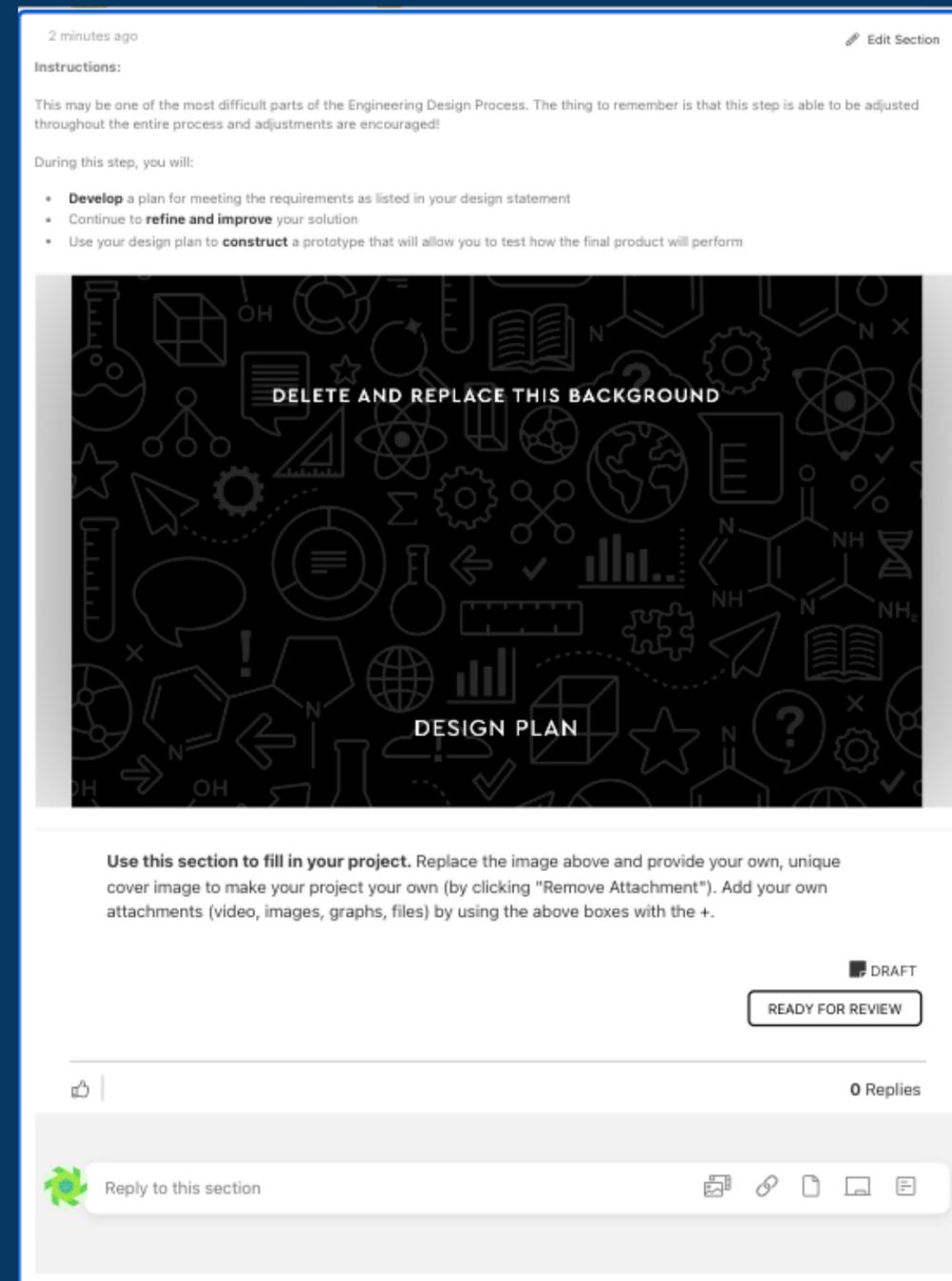
+ CUSTOM TAG

GETTING STARTED  
BACKGROUND RESEARCH  
ENGINEERING DESIGN STATEMENT

# How to fill out or make changes to a project section



1) Click on a section to open it



2) Click on 'Edit Section'

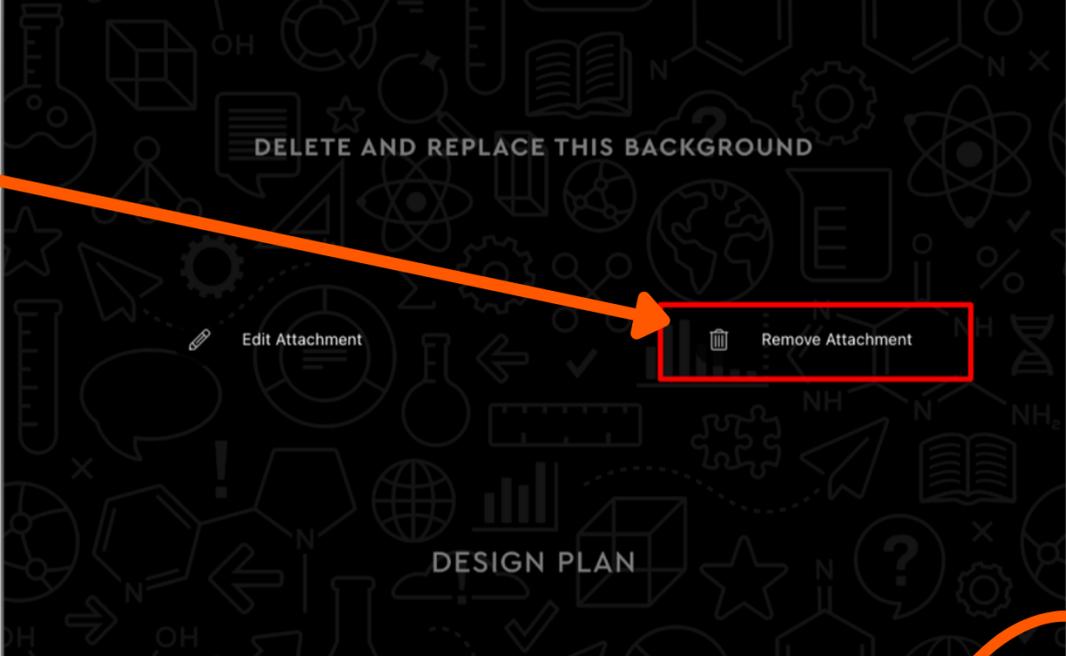
# How to fill out or make changes to a project section

**Instructions:**

This may be one of the most difficult parts of the Engineering Design Process. The thing to remember is that this step is able to be adjusted throughout the entire process and adjustments are encouraged!

During this step, you will:

- **Develop** a plan for meeting the requirements as listed in your design statement
- Continue to **refine and improve** your solution
- Use your design plan to **construct** a prototype that will allow you to test how the final product will perform



DELETED AND REPLACE THIS BACKGROUND

Edit Attachment

Remove Attachment

DESIGN PLAN

Allow Download?



B I H A [bold] [italic] [underline] [list] [list] [list] [code] f(x) [link] X<sub>1</sub> X<sup>2</sup> [smiley] [lock]

Use this section to fill in your project. Replace the image above and provide your own, unique cover image to make your project your own (by clicking "Remove Attachment"). Add your own attachments (video, images, graphs, files) by using the above boxes with the +.

CANCEL SAVE

To change the section's cover image, you will need to "Remove attachment" and add your own. Each section could have a different cover image, or they can be the same!

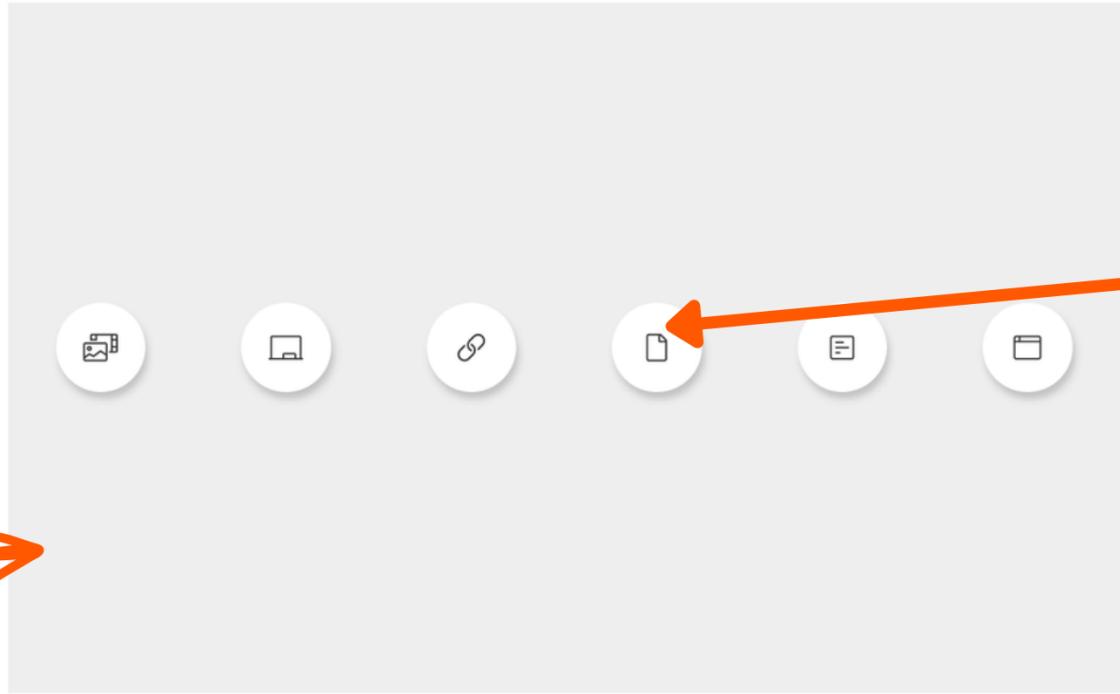
To add additional attachments to the section, such as files, videos, graphs, images, links, click on the '+'.

**Instructions:**

This may be one of the most difficult parts of the Engineering Design Process. The thing to remember is that this step is able to be adjusted throughout the entire process and adjustments are encouraged!

During this step, you will:

- **Develop** a plan for meeting the requirements as listed in your design statement
- Continue to **refine and improve** your solution
- Use your design plan to **construct** a prototype that will allow you to test how the final product will perform



DELETED AND REPLACE THIS BACKGROUND

DESIGN PLAN

Allow Download?



B I H A [bold] [italic] [underline] [list] [list] [list] [code] f(x) [link] X<sub>1</sub> X<sup>2</sup> [smiley] [lock]

Use this section to fill in your project. Replace the image above and provide your own, unique cover image to make your project your own (by clicking "Remove Attachment"). Add your own attachments (video, images, graphs, files) by using the above boxes with the +.

CANCEL SAVE

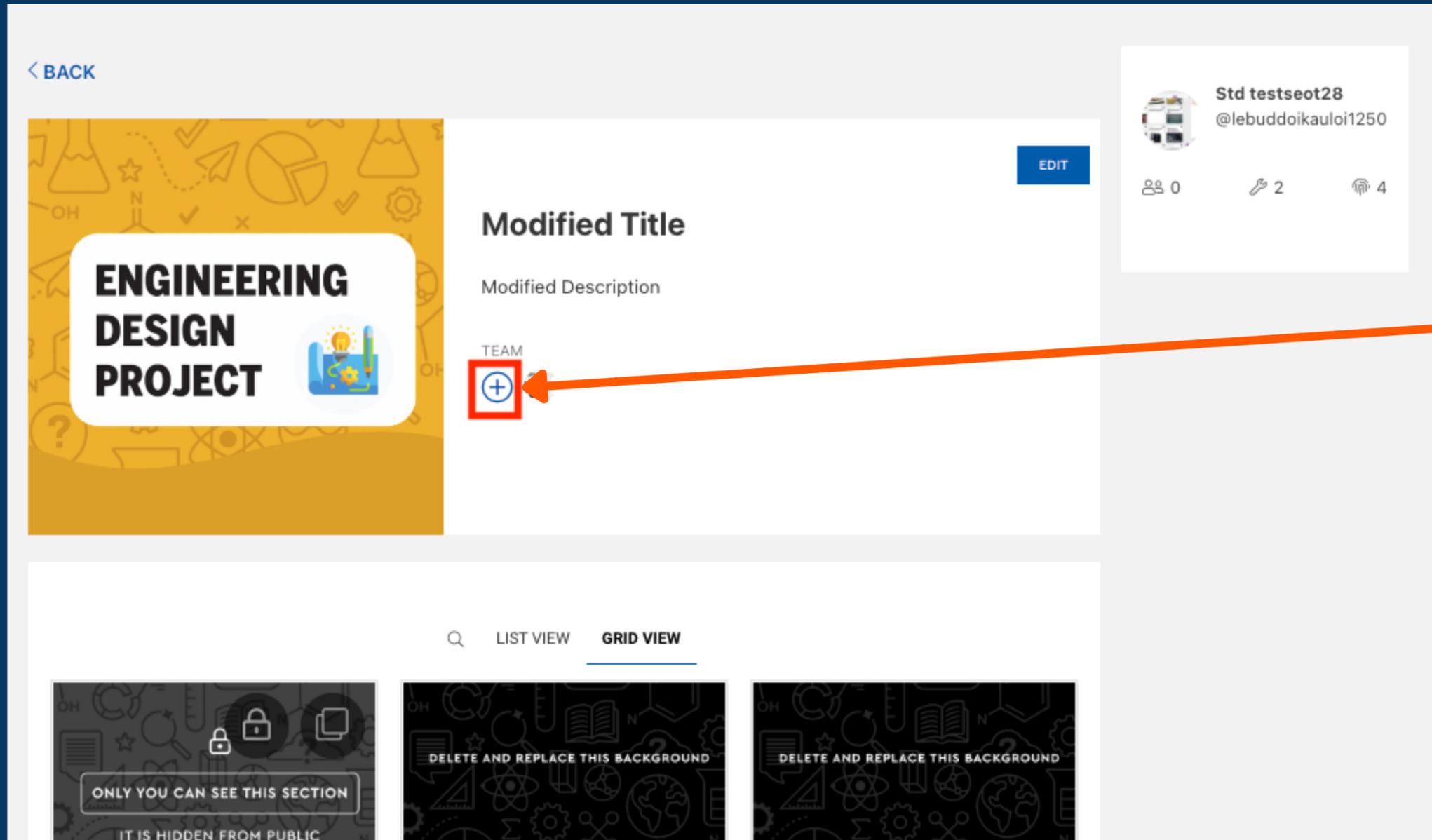
Hover over the icons to understand and select different attachment types that are supported

Any text for the section should be added here.

To save your changes, click on the 'Save' button

**Adding a team member to your project**

# How to add a team member to your project

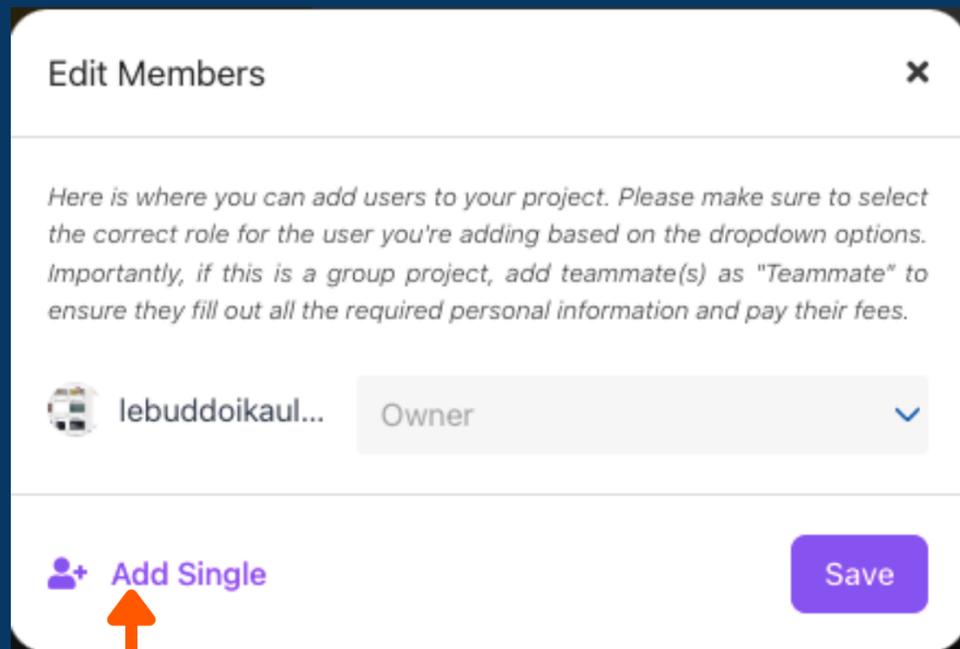


Click on the + button to add members to your project

Note: if a teacher adds you to their class, they will automatically be added as a teacher on your project

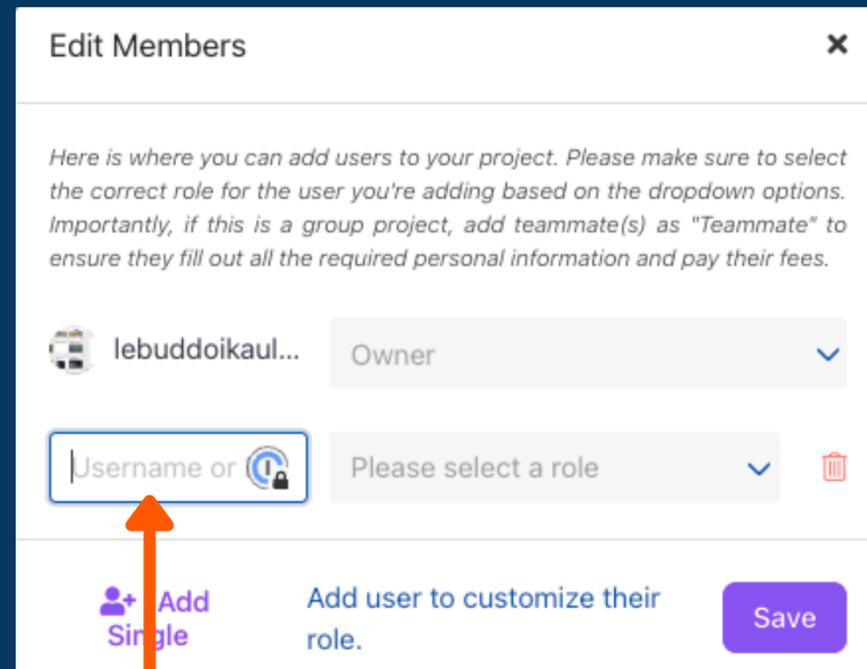
Upon clicking the + button, an Edit Members pop up will appear

## How to add a team member to your project



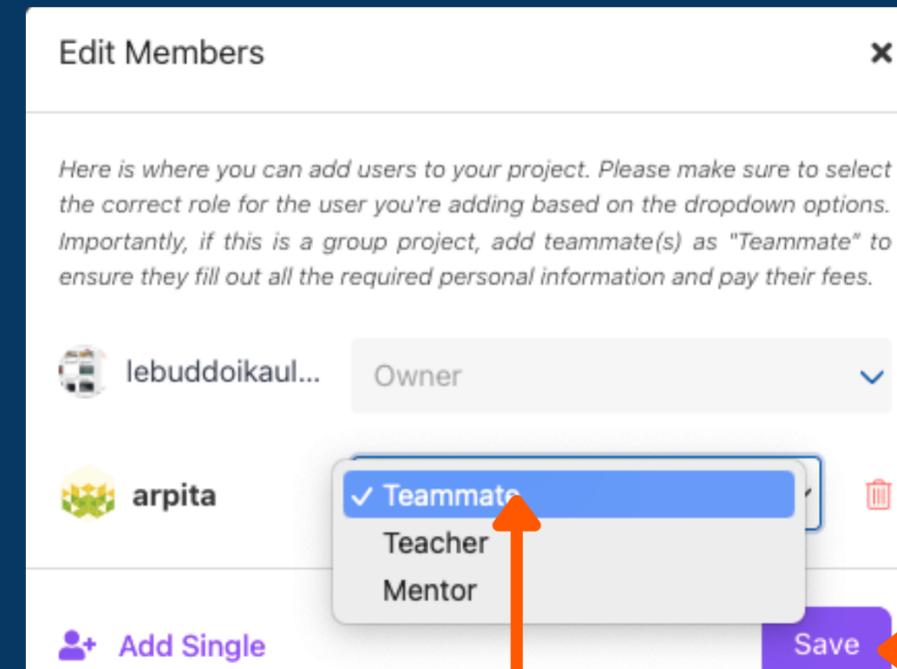
1

Click 'Add Single' to add a member



2

Enter username/email of the member you wish to add

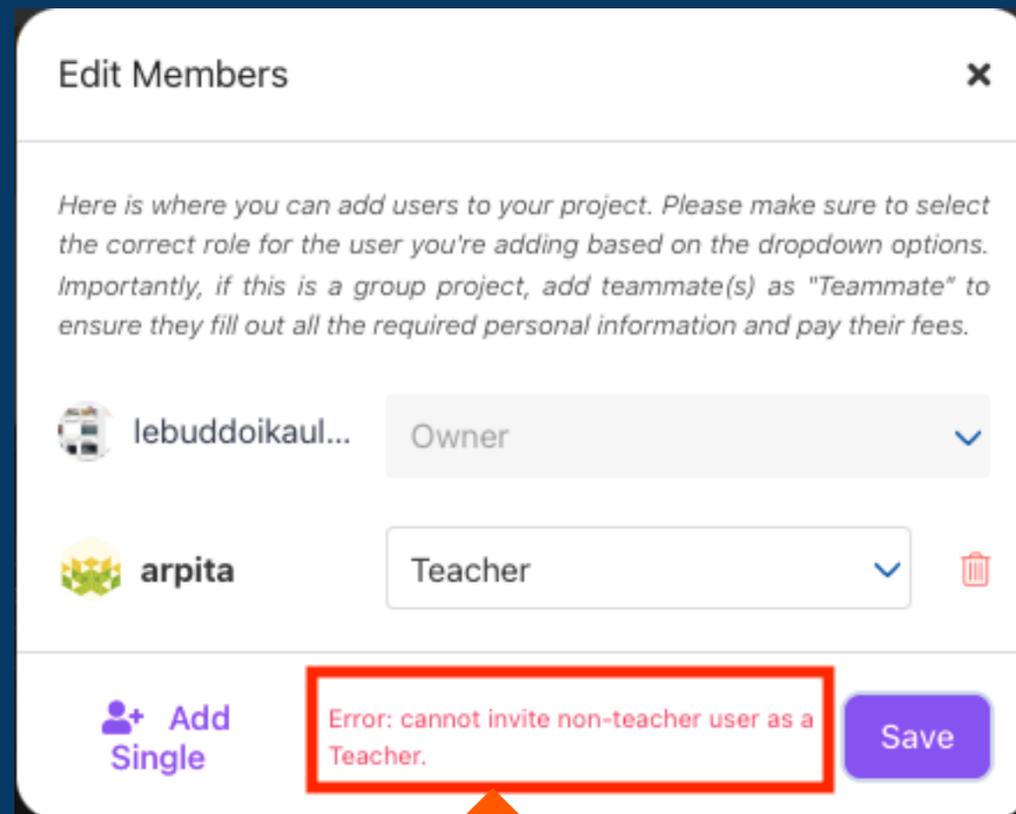


3

From the dropdown, select the role of the member.

4) Click 'Save' when done

**Inviting a user who doesn't have appropriate role can result in an error.  
Below is an example of this type of error message.**



The screenshot shows a dialog box titled "Edit Members" with a close button (X) in the top right corner. Below the title is a paragraph of instructional text: "Here is where you can add users to your project. Please make sure to select the correct role for the user you're adding based on the dropdown options. Importantly, if this is a group project, add teammate(s) as 'Teammate' to ensure they fill out all the required personal information and pay their fees." Below this text are two user entries. The first entry shows a user icon, the name "lebuddoikaul...", and a dropdown menu set to "Owner". The second entry shows a user icon, the name "arpita", and a dropdown menu set to "Teacher". At the bottom left is a button labeled "Add Single" with a plus icon. At the bottom right is a purple "Save" button. A red rectangular box highlights an error message: "Error: cannot invite non-teacher user as a Teacher." An orange arrow points from this error message box down to a separate text box.

**If this error occurs, you will need to double check you have selected the correct role for the user you are trying to add (student, teacher, mentor). If the error persists, contact the user to notify them they must register as the correct type of user.**

**Adding a non-teacher user and selecting the 'Teacher' role from the dropdown would result in this error**

# Project Milestones

**From the "My Projects" area, you will be able to see your projects and the overall progress for each project in terms completed sections**

The screenshot shows a web interface for 'My Projects'. At the top, there is a navigation bar with a logo on the left and links for 'MY PROJECTS', 'OHIO STEP', 'SCIENCE DAY', 'BUCKEYE SCIENCE AND ENGINEERING FAIR', and 'HELP'. Below the navigation bar, the main heading is 'My Projects'. On the right side, there are two buttons: 'Start New Project' (blue) and 'Recent Activity' (white with a dropdown arrow). The main content area displays a project card for 'treileppayne' with the title 'Test'. The card has a yellow background with a pattern of engineering symbols. The title 'ENGINEERING DESIGN PROJECT' is prominently displayed in a white box. A circular progress indicator in the bottom right corner of the card shows '0/9', indicating that 0 out of 9 sections have been completed. An orange arrow points from the text in the bottom-left callout box to this progress indicator.

The first number indicates the number of completed sections, while the second number indicates the total number of sections to be completed in the project.

In this example, 0 of 9 sections have been completed.

In order to complete a section, the following must occur:

- 1) Send the section for review to your teacher
- 2) Your teacher will review your work and provide any feedback. You may have to make changes to the section based on the feedback.
- 3) Once your teacher is happy with your work, they will mark the section as "Completed"

We will now go through this process.

# 1) Sending a project section for review

Once you have worked on a section and are happy with it, you will click on the "Ready for Review" button. This will let your teacher know that the section is ready for them to take a look at and either provide feedback or approve. Marking a section as Ready for Review will make it uneditable for you.

22 minutes ago Edit Section

**Instructions:**

This may be one of the most difficult parts of the Engineering Design Process. The thing to remember is that this step is able to be adjusted throughout the entire process and adjustments are encouraged!

During this step, you will:

- **Develop** a plan for meeting the requirements as listed in your design statement
- Continue to **refine and improve** your solution
- Use your design plan to **construct** a prototype that will allow you to test how the final product will perform



Use this section to fill in your project. Replace the image above and provide your own, unique cover image to make your project your own (by clicking "Remove Attachment"). Add your own attachments (video, images, graphs, files) by using the above boxes with the +.

DRAFT

READY FOR REVIEW

**This Section is Ready for Review**

You are changing the status of this section to "Ready for Review". By clicking OK, this section will no longer be editable and a notification will be sent to your teacher to review your work. Are you sure you want to continue?

OK Cancel

Click on the 'READY FOR REVIEW' button then click 'OK'

## 2) Making changes to sections sent for review

When your section is being reviewed by a teacher, they might add comments below the section or give you feedback in person. If they have feedback, they will send the section 'Back to Draft' so that you are able to edit the section

22 minutes ago

**Instructions:**

This may be one of the most difficult parts of the Engineering Design Process. The thing to remember is that this step is able to be adjusted throughout the entire process and adjustments are encouraged!

During this step, you will:

- **Develop** a plan for meeting the requirements as listed in your design statement
- Continue to **refine and improve** your solution
- Use your design plan to **construct** a prototype that will allow you to test how the final product will perform



**Use this section to fill in your project.** Replace the image above and provide your own, unique cover image to make your project your own (by clicking "Remove Attachment"). Add your own attachments (video, images, graphs, files) by using the above boxes with the +.

READY FOR REVIEW

BACK TO DRAFT

Once you've made all necessary changes, click on "READY FOR REVIEW" button to let the teacher review your section again

If you want to decide to edit your section after sending it for review, you can also click on the 'BACK TO DRAFT' button and then make the changes

### 3) Once your teacher is happy with your work, they will mark the section as “complete”

- Completed sections are uneditable for you
- Completed sections contribute to overall project progress, displayed on your project in ‘My Projects’

a minute ago Edit Section

**Instructions:**

In this section, you will need to keep track of all of the background research you have completed. Where are the sources from? Add the link to the sources above to help you keep track. What information already exists about your topic? Why are you wanting to test this information?

Remember, if you didn't know the information before you started, you MUST give credit where credit is earned. That means you need to make sure you record in your paper where the source of information came from. You can use MLA or APA style, but the most important thing is that credit is given to those that have written the information prior to you.

Using appropriate technique (MLA or APA), provide a references/works cited list of the sources you used for your background research. A great resource for completing this section is consulting your ELA instructor or visiting: [https://owl.purdue.edu/owl/purdue\\_owl.html](https://owl.purdue.edu/owl/purdue_owl.html)



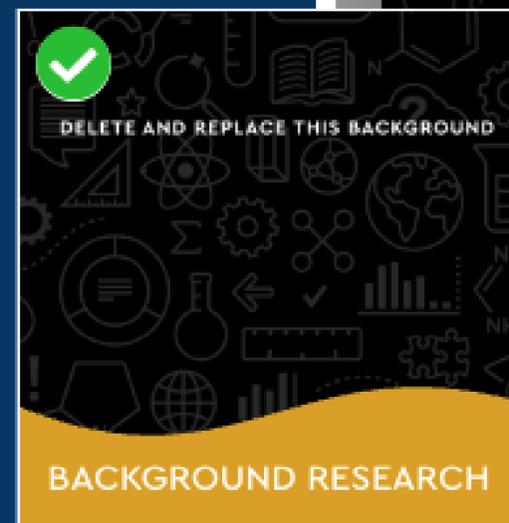
Expand

Remix as Reply

**section to fill in your project.** Replace the image above and provide your own, unique image to make your project your own (by clicking "Remove Attachment"). Add your own attachments (video, images, graphs, files) by using the above boxes with the +.

COMPLETED

BACK TO DRAFT

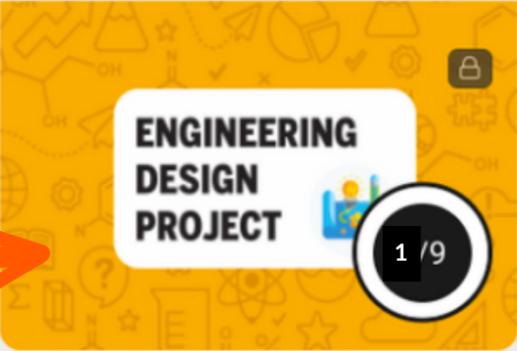


MY PROJECTS OHIO STEP SCIENCE DAY

## My Projects

treileppayine

Test



ENGINEERING DESIGN PROJECT

1 / 9

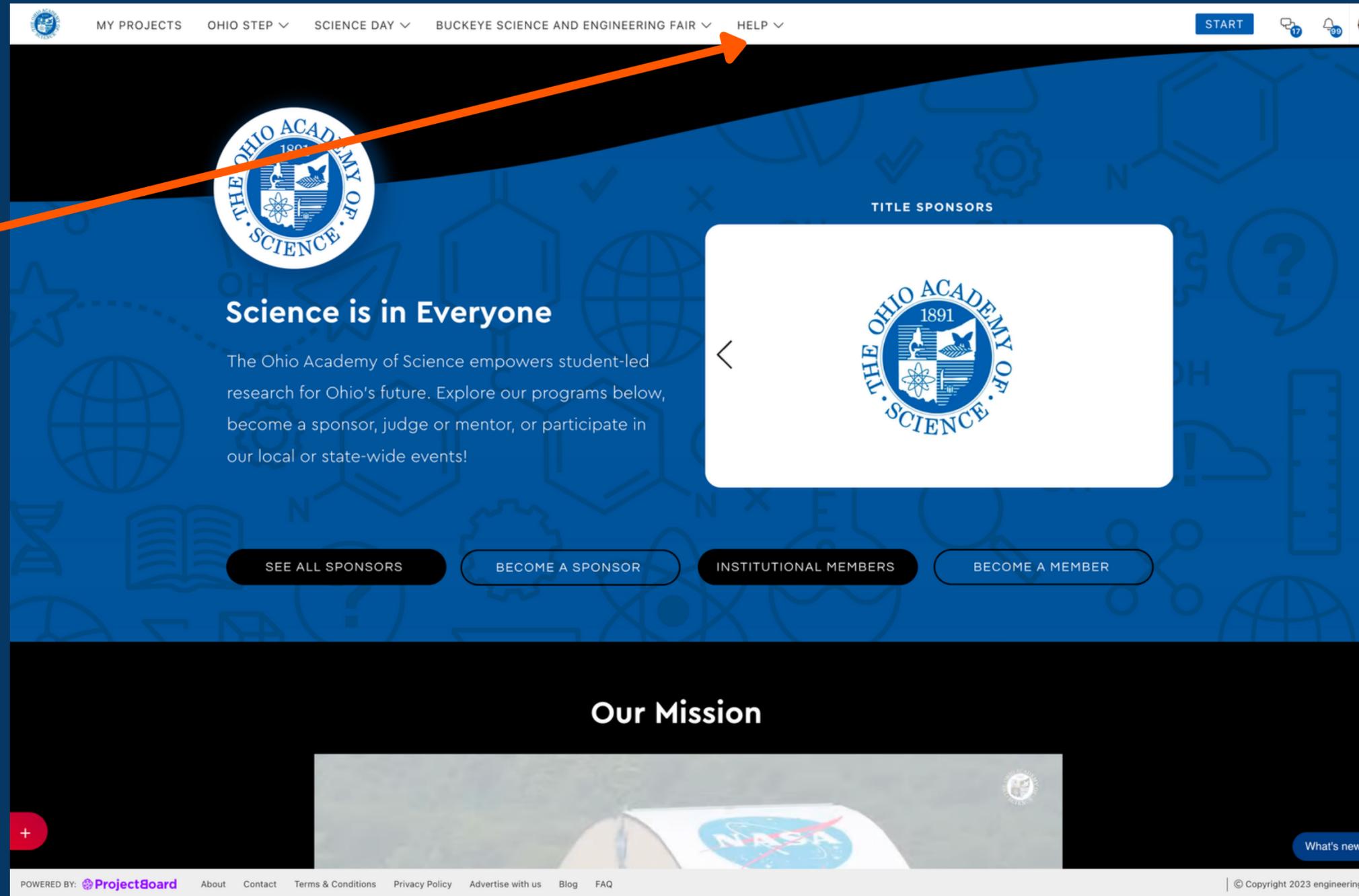
# Notifications

You will receive email notifications whenever a section has been marked as “Completed” or sent back to “Draft”

The screenshot shows a user profile for 'Student Test spin club @spintest.sept13'. The profile includes a hexagonal logo with an orange and red geometric pattern, a bio button that says 'Add a short bio', a location pin icon, and a '4' next to a group icon with the text 'View Leaderboard'. Below the profile information is a navigation bar with tabs for 'Projects<sup>3</sup>', 'Contributions<sup>39</sup>', 'Following', 'Followers', 'About', 'Settings', and 'Notifications'. The 'Notifications' tab is selected and underlined. Below the navigation bar is a 'Notification Settings' panel. This panel contains two main sections: 'Email Notifications' and 'Email Frequency'. In the 'Email Notifications' section, there is a toggle switch for 'Email Notifications' which is currently turned ON (blue), and a toggle switch for 'Sponsor Emails' which is currently turned OFF (grey). In the 'Email Frequency' section, there are three radio button options: 'Instant ⚡', 'Daily Digest', and 'Weekly Digest'. The 'Instant' option is selected.

To ensure you receive the email notifications, go to your Profile page, click on the 'Notifications' tab and ensure Email Notifications are turned ON

If you have any questions, or experience any technical issues, please visit our **HELP** area on the navigation bar to find our **FAQ** or to contact **ProjectBoard** for support.



The screenshot shows the Ohio Academy of Science website. The navigation bar at the top includes: MY PROJECTS, OHIO STEP, SCIENCE DAY, BUCKEYE SCIENCE AND ENGINEERING FAIR, and HELP. An orange arrow points from the text box on the left to the HELP menu item. The main content area features the Ohio Academy of Science logo, the heading "Science is in Everyone", and a paragraph: "The Ohio Academy of Science empowers student-led research for Ohio's future. Explore our programs below, become a sponsor, judge or mentor, or participate in our local or state-wide events!". Below this is a "TITLE SPONSORS" section with a carousel showing the logo. At the bottom of this section are four buttons: "SEE ALL SPONSORS", "BECOME A SPONSOR", "INSTITUTIONAL MEMBERS", and "BECOME A MEMBER". The "Our Mission" section is partially visible at the bottom, showing a NASA logo on a white object. The footer includes "POWERED BY: ProjectBoard" and a copyright notice for 2023.



What's new