



Project WET Foundation

# Portal Users' Guide

A how-to for navigating the Portal

Theresa Schrum  
11/7/2011

## I. Overview

The Project WET Portal is designed to be an online resource where Project WET educators can search, learn, share, upload and download content, join groups and have discussions related to Project WET's educational materials. The first phase of the Portal is designed to function in conjunction with the *Curriculum and Activity Guide 2.0* which was published in September 2011. Later updates to the Portal will contain material from the first Guide that was not included in 2.0. The Portal has two levels of access: Portal "Lite," which is free but only allows access to certain features and Portal "Full," which is a paid subscription and where educators can access all of the Portal's features.

Initial access to the Portal is granted by the use of a unique code found on the back of your Guide 2.0. It allows access into the portal where you can register your name and email address as well as create a username, password and profile. Each code can only be used once. Curriculum and Activity Guides are only given to educators who have attended a training workshop of six hours for first-time educators or 2-3 hours for educators taking a Project WET refresher workshop. Once registered, you will log in using your created username and password.

## II. Navigation Guide

Once you have logged into the Portal, you will land on the "My Account Summary Page." From here, navigation through the site is quite easy. There are a series of menu items on the left side of the screen in a box underneath your name, across the top above your name, in the upper right-hand corner above the search box and in the upper left-hand corner above the Project WET logo. The diagram below indicates where screens are in relation to others. Some pages on the site do have short cuts. The best way to learn how to navigate the Portal is to take time and "play" with the system.

## III. A Walk through the Portal

Screen shots of Portal can be found at the end of this document.

### A. Login

After entering the URL or clicking on the link to the Project WET Portal, you will be on the portal's home Page. From this page, you will see the "Member login" in the upper-right corner. You will click on this to access your login options. By using the code on the back of the 2.0 Guide, you will gain initial access from which you will create a user profile. Subsequent logins will land you on the "My Account Summary."

Once you have logged into the Portal, you can wander through the various features at random or systematically explore the site.

## B. Menu Tabs Listed Below Your Name

### 1. My Account

The My Account tab has five sub-sections: Summary, Edit, Messages, My Stuff and Notifications.

#### i. Summary

The My Accounts Summary screen is the landing screen after you log into the Portal. It shows information in your profile and a brief history of your visits.

#### ii. Edit

Under Edit, you have the option to change your account information and your profile.

Your account information contains your username, email address, password and optional items such as a picture you can upload and other items that help the system communicate with you. It is important that you correctly set your time zone or communications you receive via the Portal may be inaccurate. Make sure to save any changes you make.

Your profile information contains your full name, gender, location, zip code, country and an “About Me” box where you can enter biographical information. If you make any changes, be sure to save them.

#### iii. Messages

The Messages section functions similarly to that of email, but is for communication with other members of the Portal. You will have an inbox, sent box, all messages for those in your inbox and sent and the ability to write a new message to others that are members of the Portal.

#### iv. My Stuff

The My Stuff section has three parts to it: favorites, notes and my media.

The favorites screen contains a list of pages on the portal that you have “bookmarked” by pressing the “Add Favorite” button while on the page in question. You will see a list of them from this screen. You can quickly link to these pages or remove them from your favorites list while on this screen.

The notes screen contains a list of all the “sticky notes” you have added to various pages on the site. Notes can be added to the current page by selecting the “+Add note” option in the lower-right of the screen. You can decide whether each note is given a low, medium or high priority and can view the note from the page on which it’s attached. Notes can be edited or deleted from the notes page.

The my media screen is a listing of all the content you have uploaded to the Portal, including documents, videos and images. They can be accessed quickly through this page and also edited or removed by clicking on the particular item.

#### v. Notifications

The notifications section has two parts: Overview and Subscriptions.

The overview screen gives a summary of your subscriptions: the number of active subscriptions and default settings.

The subscriptions screen lists the groups in which you are a member.

## 2. Groups

Groups provide locations where people can get together and collaborate about different topic related to water. The groups tab has two sub-sections: Groups and My Groups.

### i. Groups

The landing page for the Groups tab places you on a screen that shows a complete list of all groups that have been created in the Portal. You may also search for a particular group. This screen is used to find and join groups of which you aren't a member.

### ii. My Groups

The my groups screen shows a list of all the groups to which you belong. It also shows the group manager. You can remove yourself from groups by selecting the edit membership option.

## 3. My Unread

The my unread tab has three sub-sections: My Recent, My Unread and Recent posts.

### i. My Recent

The my recent screen is designed to allow you to see recent posts that you created and to view recent posts for any groups for which you are a member. Links are provided to take you directly to these items.

### ii. My Unread

The my unread screen allows you to see all posts that you haven't read for groups which you are a member. recent posts and activity on the Portal. Links are provided to take you directly to any of the items listed.

### iii. Recent Posts

The recent posts screen shows a listing shows a list of all postings that have been added across the entire Portal. You can directly link to these items by clicking on them.

## 4. My Relationships

The my relationships tab has three sub-sections: All, Pending and contacts.

### i. All

The all screen will show a listing of all and pending contacts.

### ii. Pending

The pending screen will show contacts that are pending approval.

### iii. Contacts

The contacts screen will show your confirmed contacts in the Portal.

## 5. Create Content

The create content tab has three sub-sections: Document, Image and Video. This section is used to upload information to the Portal.

The create content landing page displays a brief description of each category and link to allow you to upload or begin to add content.

### i. Document

The Document content type is used to upload a document or activity plan related to a specified Project WET activity. If a document is marked private then only the individual who uploaded it and the site administrator are able to see it.

### ii. Image

This screen is used to upload images from your computer related to Project WET activities or materials. Images are associated with a specific activity. There is a size limit of 500kb for each image uploaded.

### iii. Video

This screen is used to link to videos on third party sites that contain material associated with a Project WET activity.

## 6. Add a Favorite

When you are on a screen that you wish to bookmark, you will click on this box. By doing so, the page will be listed on your My Account – My Stuff – Favorites screen.

## 7. Submit a Tip

If you have a suggestion to make concerning something on the Portal, you can use this screen to send it to us.

## C. Tabs Listed Above Your Name:

### 1. Home

This returns you to the home page of the Portal.

### 2. ProjectWET.org

This is a link to the Project WET home page ([www.projectwet.org](http://www.projectwet.org)).

## 2. Guide 2.0

The Guide 2.0 tab has three sub-sections: Overview, Activities and Glossary.

### i. Overview

The overview screen has a brief overview of the Guide 2.0 which can be printed as well as an image of the front cover.

### ii. Activities

The activities screen has a complete list of the activities in 2.0 by framework. This list is searchable and you can click on each activity to see content that is associated with it. It is possible to access the content for each activity by clicking on it.

### iii. Glossary

The glossary screen lists the vocabulary words for all activities alphabetically. By clicking on each word, you will see in which activity(s) the word can be found.

#### ii.a Activities → Blue Planet

From the activities screen above, it's possible to explore content for each activity. We will use the Blue Planet as an example.

#### ii.b Overview

By clicking on the activity name, you will land on the activity overview screen which contains a summary of the activity and its associated information.

In addition to the overview screen, each activity has screens for resources, correlations, media, glossary and reading corner.

#### ii.c Resources

The resources screen is further divided into two sub-sections – Teacher Resources and Technology Tools. These contain the information from the printed guide.

#### ii.d Correlations

The correlated standards for each activity are listed on this screen. These include National Science Standards, Ocean Literacy Standards and Common Core Standards. As of the live date for the Portal, this is still a work in progress.

#### ii.e Media

The media screen is further divided into three sub-sections – Images, Videos and Documents. These items are content which are added from the Create Content tab.

#### ii.f Discussions

The discussions screen contains any groups or discussions that are related to the current activity.

#### ii.g Reading Corner

The reading corner screen lists recommended supplemental reading for students associated with this activity. This will eventually expand beyond what is printed in the guide as new reading corner resources are uploaded to the Portal.

### 3. Discussion

The discussion tab is a short-cut to the Groups tab.

### 4. Reading Corner

The reading corner tab is a comprehensive list of all reading corner materials. This is a searchable database. By clicking on a title, you will see with which activity(s) each publication is associated. Whether you access a publication through the full reading corner screen or from within an activity, you are able to purchase the book either through our store (PW publications) or a direct link through to Amazon.com. We are associated with Amazon.com and every purchase you make by clicking through from the Portal nets Project WET a small proceed from the sale.

### 5. Store

This is a link to the Project WET Store ([store.projectwet.org](http://store.projectwet.org)).

## D. Tabs Listed in the Upper-Right:

### 1. My Account

This is a short-cut to the my account summary page.

### 2. Favorites

This initiates a drop-down menu with two short-cut choices: Create Video and My Stuff: Favorites.

## E. Tabs Listed Above the Project WET Logo:

### 1. Project WET Blog

This is a link to the blog on the Project WET site (<http://projectwet.org/project-wet-news-events/water-education-blog/>).

### 2. Join Our Mailing List

This enrolls you in our mailing list. If you are receiving the monthly Project WET wEt.MAIL newsletter, you are already on our mailing list.

## IV. Screen Shots

Please note: It's possible that some of the screen shots below will be different once the Portal has gone live. We will make every attempt to update this Users' Guide as changes are made. If you have any questions, please contact Theresa Schrum ([Theresa.Schrum@projectwet.org](mailto:Theresa.Schrum@projectwet.org)).



# The Portal Home Page

[Project WET Blog](#) [Join Our Mailing List](#)

[Member login](#)



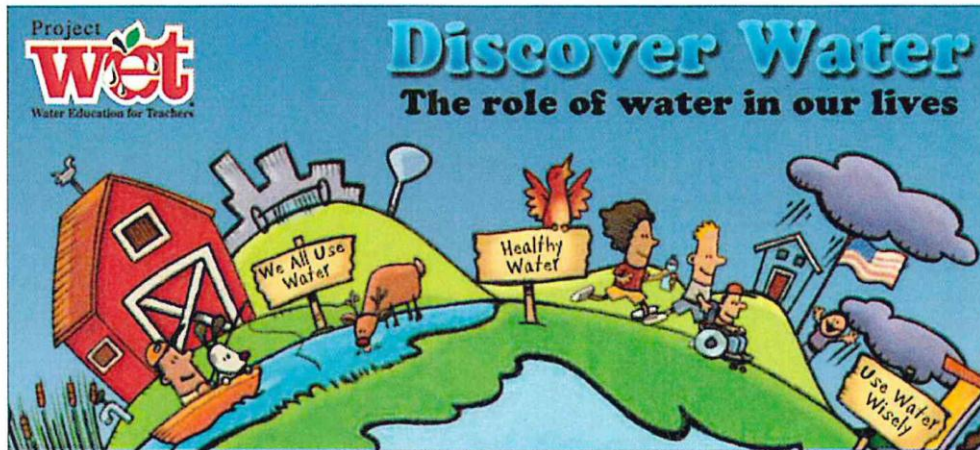
## Water Education Portal

The mission of Project WET is to reach children, parents, educators, and communities of the world with water education. We invite you to join us in educating children about the most precious resource on the planet — water.

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[Got a tip for us?](#)

[Find Your Coordinator](#)

[Social Networks](#)

Please share your tips and suggestions with us.

[SUBMIT A TIP](#)

Need to find a coordinator in your area? Use our interactive map.

[INTERACTIVE MAP](#)



### Project WET Blog

- Nestlé receives Stockholm Industry Water Award at World Water Week
- Educator Astronaut and Conference Speaker Addresses Teachers
- Sustaining the Blue Planet: Headliners Include Astronaut, Obesity Researcher, Actress
- Calling all 3rd-7th Grade Teachers (past or present)!
- The Value of Sustainability

[more](#)

### Home Page

This is the text for the home page.

# My Account: Summary Screen

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Welcome, tschrum | [My Account](#) | [Favorites](#) | [logout](#)



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**Favorites**

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### My account

- Summary**
- [Edit](#)
- [Messages](#)
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#### Profile Information



**Full Name:** Theresa Schrum

**Gender:** Female

**Location:** Bozeman, Montana, 59715, USA

#### About Me:

Project WET USA Staff: \*Author of the Reading Corner/Teacher Resources Section and Database \*Working on correlations of activities  
\*Member of the Guide Revision Team, Conference Planning Team, DiscoverWater.org Team, Portal Team.... Miscellaneous: \*Certified Arborist \*Native Plant Horticulturist \*Skier, Hiker, Photographer

#### Contact Information

##### History

**Member for**  
6 weeks 6 days



# My Account: Edit Account Screen

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Water Education Portal

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Favorites

Add Favorite

## My account

Summary    **Edit**    Messages    My Stuff    Notifications

Account    Profile

### Account information

**Username:** \*

tschrum

Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

**E-mail address:** \*

theresa.schrum@projectwet.org

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Password:**

**Confirm password:**

To change the current user password, enter the new password in both fields.

**Picture**



Delete picture

Check this box to delete your current picture.

**Upload picture:**

Browse...

Your virtual face or picture. Maximum dimensions are 90x75 and the maximum size is 30 kB.  
[Messaging and Notifications settings](#)

**Default send method:**

Mail

Default sending method for getting messages from this system.

**Default send interval:**

Daily

Default send interval for subscriptions.

Automatically enable notifications for any groups that I join.

Group notifications can also be *customized* in greater detail if required.

[Locale settings](#)

**Default time zone:**

America/Denver

Select your current local time. If in doubt, choose the timezone that is closest to your location which has the same rules for daylight saving time. Dates and times throughout this site will be displayed using this time zone.

[Private messages](#)

Receive email notification for incoming private messages

Save

# My Account: Edit Profile Screen



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### My account

Summary | **Edit** | Messages | My Stuff | Notifications

Account | **Profile**

#### Information

##### Contact Information

**Full Name:**

Enter your full name. This will be displayed on your profile page.

**Gender:**

Select your Gender from the list.

**Location:****Zip Code: \***

Enter your zip code

**Country:****About Me:**

Project WET USA Staff:  
\*Author of the Reading Corner/Teacher Resources Section and Database  
\*Working on correlations of activities  
\*Member of the Guide Revision Team,

Enter a biography about yourself.

- Web page addresses and e-mail addresses turn into links automatically.
- Allowed HTML tags: <a> <em> <strong> <cite> <code> <ul> <ol> <li> <dl> <dt> <dd>
- Lines and paragraphs break automatically.

[More information about formatting options](#)

# My Account: Messages Inbox Screen

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Favorites

Add Favorite

### My account

Summary

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My Stuff

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Inbox

Sent Messages

All messages

Write new message

Participants

Subject

Last Updated ▾

No messages available.

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# My Account: My Stuff Favorites Screen

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Favorites

Add Favorite

### My Stuff: Favorites

Summary | Edit | Messages | **My Stuff** | Notifications

favorites | notes | my media

No Favorites. Hint: Add favorites by visiting different pages on the portal and clicking the "Add Favorite" Button in the left sidebar on that specific page.

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# My Account: My Stuff Notes Screen

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Favorites

Add Favorite

Sticky Note *I love the cover.* has been updated.

## My Stuff: Notes

Summary

Edit

Messages

**My Stuff**

Notifications

favorites

**notes**

my media

Page Title:

Note:

Priority

<Any>

Apply

Page: [Project WET Curriculum and Activity Guide Generation 2.0](#)

Date: 09.14.2011

updated

I love the cover.

[edit](#) | [Delete](#)

Page: [Blue Planet](#)

Date: 09.13.2011

I love the blue planet going to use it.

[edit](#) | [Delete](#)

# My Account: My Stuff My Media Screen

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**Favorites**

### My Stuff: My Media

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# My Account: Notifications Overview Screen

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Favorites

### My account

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**[Overview](#)** | [Subscriptions](#)

#### Current status:

- You don't have any subscriptions yet.
- Your default sending method for new subscriptions is Mail
- Your default sending interval for new subscriptions is Daily

#### You can:

- [Administer your subscriptions](#)
- [Edit your notifications settings](#)
- [Cancel all your subscriptions](#)

# My Account: Notifications Subscriptions Screen

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Filter  
Update options

Activate

<input type="checkbox"/>	Type	Description	Send method	Send interval	Status	Operations
<input type="checkbox"/>	Content type in group	Group: <a href="#">test_group</a> , Node type: Discussion	Mail	Daily	active	<a href="#">edit</a> , <a href="#">drop</a>

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# Groups Landing Page

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### Groups

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Search for a group by name

<u>Group</u>	<u>Description</u>	<u>Manager</u>	<u>Posts</u>	<u>Members</u>	<u>Join Link</u>
<a href="#">test group</a>	This group is use to test groups	<a href="#">Regular User</a>	1	2	<a href="#">Join</a>



# Groups: My Groups Screen

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### My groups

[Groups](#)

**My groups**

**Group**

**Manager**

**Manage**

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# My Unread: My Recent Screen

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### Recent posts in my groups

[My Recent](#) | [My Unread](#) | [Recent posts](#)

Type	Title	Author	Replies	Groups	Last post
<a href="#">Discussion</a>	<a href="#">This is a discussion post for test group</a>	<a href="#">Project WET Admin...</a>	1	<a href="#">test group</a>	2011-09-06 14:52





# My Unread: My Unread Screen

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### Unread posts in my groups

[My Recent](#)

**My Unread**

[Recent posts](#)

There are no new posts in your groups.



# My Unread: Recent Posts Screen

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### Recent posts across whole site

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<u>Type</u>	<u>Title</u>	<u>Author</u>	<u>Replies</u>	<u>Groups</u>	<u>Last post</u> ▼
<a href="#">Document</a>	<a href="#">Assessment Questions: Molecules in Motion</a>	<a href="#">Theresa Schrum</a>			2011-11-02 13:05
<a href="#">Sticky Note</a>	<a href="#">I love the cover.</a>	<a href="#">Theresa Schrum</a>			2011-09-14 13:48
<a href="#">Sticky Note</a>	<a href="#">I love the blue planet going to use it.</a>	<a href="#">Theresa Schrum</a>			2011-09-13 12:01
<a href="#">Profile</a>	<a href="#">Profile 66</a>	<a href="#">Theresa Schrum</a>			2011-09-08 07:47
<a href="#">Forum Topic</a>	<a href="#">Possible Adaptation of Blue Planet</a>	<a href="#">Theresa Schrum</a>			2011-09-08 07:38

# My Relationships: All (Landing) Screen

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**Favorites**

**Private messages**

- [Write new message](#)
- [Messages](#)

### My relationships

No relationships found

**Relationship requests**

No Pending Requests

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# Create Content Landing Screen

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### Create content

#### Discussion

A *Group Post* is used to post content to a group. This can be a general post about the group topic or a discussion topic related to the group.

#### Document

The *Document* content type is used to upload a document or activity plan related to a specified Project WET activity. If a document is marked private then only the individual who uploaded it and the site administrator are able to see it.

#### Image

An *image* is where a user can upload any images related to a specified Project WET activity.

#### Video

The *video* content type is used to link 3rd party hosted videos to a specified Project WET Activity.

# Guide 2.0: Overview Screen

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Search

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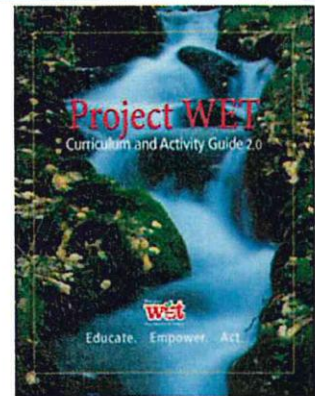
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### Project WET Curriculum and Activity Guide Generation 2.0

**Overview** | Activities | Glossary

This is the content for Project WET Curriculum and Activity Guide Generation 2.0

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<http://store.projectwet.org/index.php/water-activities-water-lesson-plans-educators-curriculum-guide-2-0.html>

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# Guide 2.0: Activities

## Activities Screen

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## Activities

Overview

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Glossary

**Framework:**

<Any>

**Subject:**

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**Grade Level:**

<Any>

**Water Connects All Earth Systems**

Blue Planet

Students estimate the percentage of Earth's surface that is covered by water and, by tossing an inflatable globe, take a simple probability sample to check their estimates.

The Incredible Journey

With a roll of a cube, students simulate the movement of water within the water cycle.

Seeing Watersheds

Students use maps to characterize what a watershed is; to identify the key parts and functions of watersheds; to determine watershed boundaries; to discover how watersheds are named; and to describe how water flows in a watershed based on elevation.

Blue River

Students participate in a whole-body exercise to simulate the movement of water through a river and its watershed.



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Overview

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### Headwaters

The source of a stream or river.

### Hazardous waste

Liquid, solid, contained gas or sludge wastes that contain properties that are dangerous or potentially harmful to human health or the environment.

### Hadalpelagic zone

The ocean zone found only at the bottom of the deepest ocean trenches. It occurs (vertically) below the abyssopelagic zone.

### Habitat

The environment where a plant or animal grows or lives.

### H<sub>2</sub>O

The chemical formula for a water molecule consisting of two Hydrogen atoms and one Oxygen atom.

### Greenhouse gas

Any number of gases that trap heat in the atmosphere. Common examples are carbon dioxide, methane, nitrous oxide and other gases that contain fluorine.

### Google Earth

A website that contains satellite images and maps from around the world and allows users to navigate anywhere on Earth.

### Geothermal activity

Underground activity caused by the transfer of heat through the Earth's crust. Common examples are geysers, volcanoes, hot springs, etc.

# Guide 2.0: Activities: Blue Planet Overview Screen



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## Blue Planet

- [Overview](#) | [Resources](#) | [Correlations](#) | [Media](#) | [Glossary](#) | [Reading Corner](#)

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### Summary

Students estimate the percentage of Earth's surface that is covered by water and, by tossing an inflatable globe, take a simple probability sample to check their estimates.

### Objectives

Students will:

- estimate the percentage of Earth's surface that is covered by water.
- predict what a probability sample will reveal about the relative coverage of land and water.
- estimate how long water remains in locations such as rivers, lakes, ground water and the ocean.

### Materials

Warm Up

- Two sets of colored beads or paper squares (71 blue beads or squares and 29 tan)
- Large plastic bag
- Four chenille twists
- Calculator
- Copies of *Blue Planet—Do the Math!* (one per student)

Part I

- Inflatable beach-ball globe that shows water and land masses or classroom globe
- Whiteboard, chalkboard or flip chart
- Pencil and notepad
- Calculator

Part II

- Whiteboard, chalkboard or flip chart
- Notepaper and pencil (per group of three to four)

Pre-K through 2 Activity

- Inflatable beach-ball globe that shows water and land masses or classroom globe
- Whiteboard, chalkboard or flip chart
- Copies of Planet Paint (one per student)

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### Activity Rating

No votes yet

### Activity Information

- Publication**  
[Project WET Curriculum and Activity Guide Generation 2.0](#)
- Page Number** 125
- Frameworks**  
[Water Connects All Earth Systems](#)
- Grade Levels**  
[Pre-K through 2, Upper Elementary, Middle School, High School](#)
- Subject Areas**  
[Earth Science, Geography, Math \(statistics\)](#)
- Activity Time (Part I)**  
[30 Minutes or Less](#)
- Activity Time (Part II)**  
[30 Minutes or Less](#)
- Activity Time (Pre-K through 2)**  
[30 Minutes or Less](#)
- Topic**  
[Earth Systems: Surface Water: General, Natural Resource: Issues: Misc.](#)
- Assessment Strategies**  
[Communication: Drawn, Communication: Verbal, Product](#)
- Skills**  
[Organizing \(plotting data, graphing, estimating\), Interpreting, Gathering \(calculating\), Applying \(predicting\), Analyzing](#)
- Teaching Methods**  
[Calculations, Demonstration, Game, Graph/Map, Hands-On, Large Group, Record Data, Small Group, Whole Body](#)