

nQire for students: Approving missions

1. Find the URL: www.learn.nquire.org.uk
2. Insert the **username** and **password** given to you to log in to your account as a teacher.
3. Under your username (Figure 1), select **Content admin**.

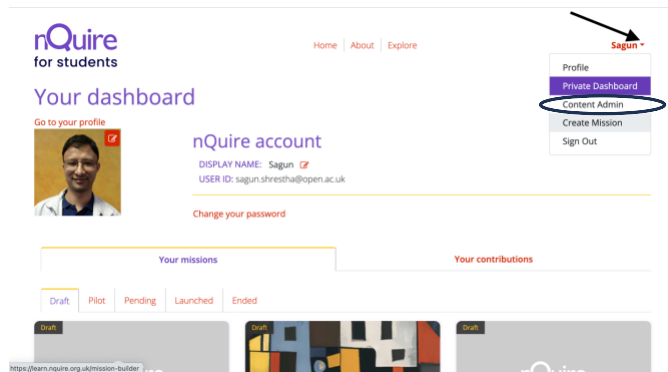


Figure 1 Find Content Admin from your dashboard

4. **Approve:** To make a study (or 'mission') public (or live) for other students to take part in, you need to review a mission and then approve it:
 - Check the 'Status' column, filter and find missions that are **pending** (Figure 2).
 - Go to each of the missions by **pressing on the name of the mission** and **review** it (e.g., Are the questions well designed and appropriate? Is any information missing such as information in the mission brief?)
 - If there are changes to be done, press the **'tick'** button and **Reject**. This will return the mission to the student to make changes.
 - Let the student know about the changes they need to do to improve the mission.
 - If there are no changes to be done, press the **'tick'** button and **Approve**. This will make the mission live; it can now be found in the Explore page.

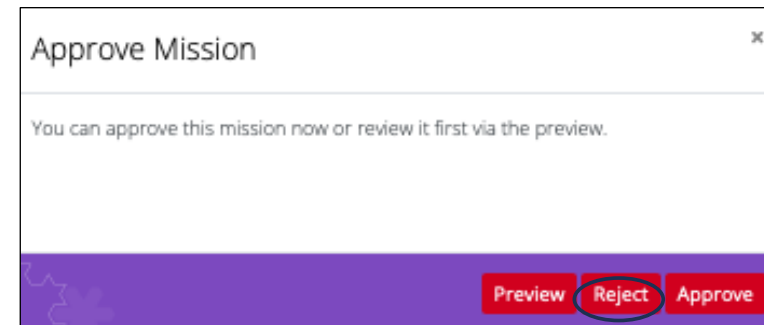
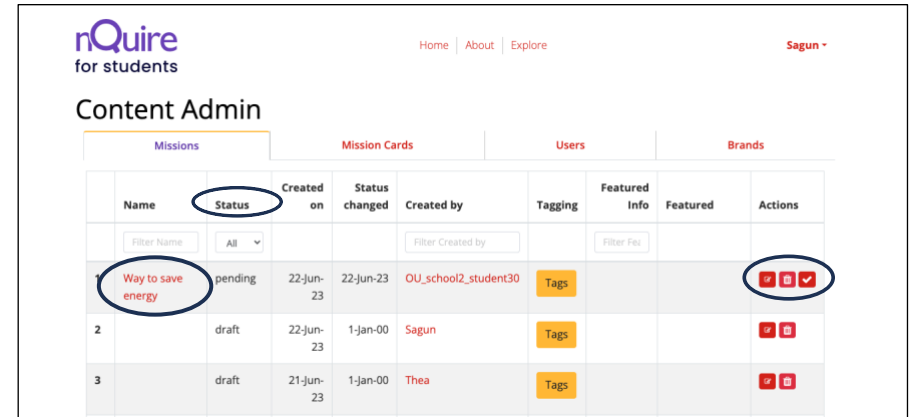


Figure 2 Reject a mission, if there is a need for changes or Approve it, if it is ready to go live

- You can also find the Reject and Approve buttons when you are reviewing a mission, at the top header (Figure 3).
- If you want to make a change to the mission, instead of a student, select Build mission.

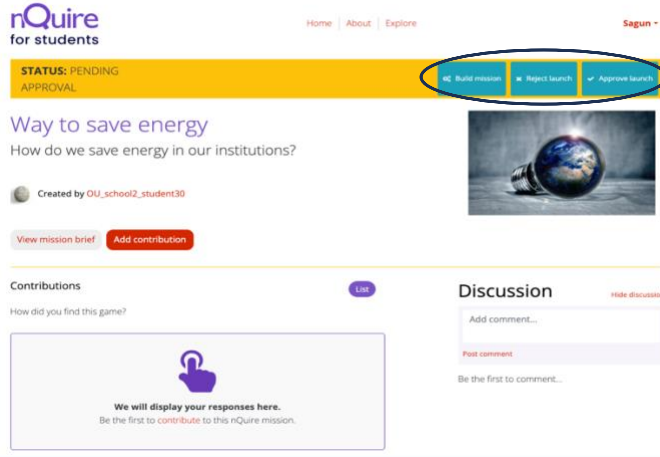


Figure 3 Reject and Approve buttons at the top header of a mission

5. If you have approved this mission, made it live, and later you realized that the mission requires further changes:

- go to 'Content admin' (Figure 1) and click on the **edit** button
- click the **End mission** button (Figure 5)

Missions									
Name	Status	Created on	Status changed	Created by	Tagging	Featured Info	Featured	Actions	
1 Way to save energy	launched	22-Jun-23	22-Jun-23	OU_school2_student30	Tags		1 2 3 4	edit	End Mission
2	draft	22-Jun-23	1-Jan-00	Sagun	Tags			edit	End Mission
3	draft	21-Jun-23	1-Jan-00	Thea	Tags			edit	End Mission

Figure 4 Edit mission

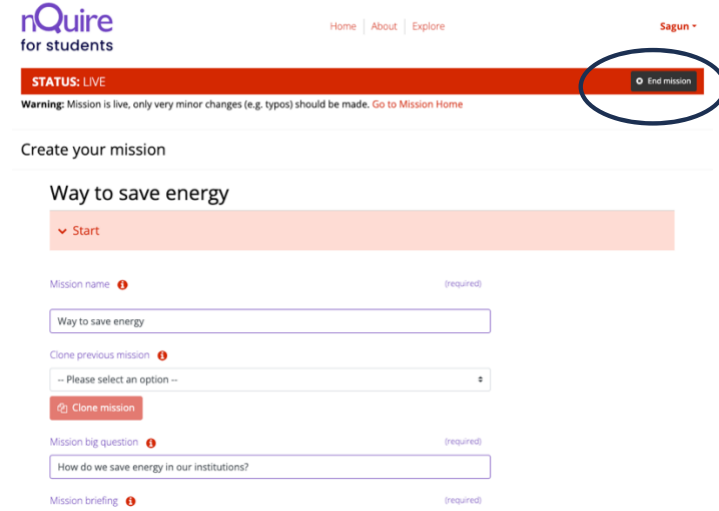


Figure 5 End mission

- Confirm End mission (Figure 6)

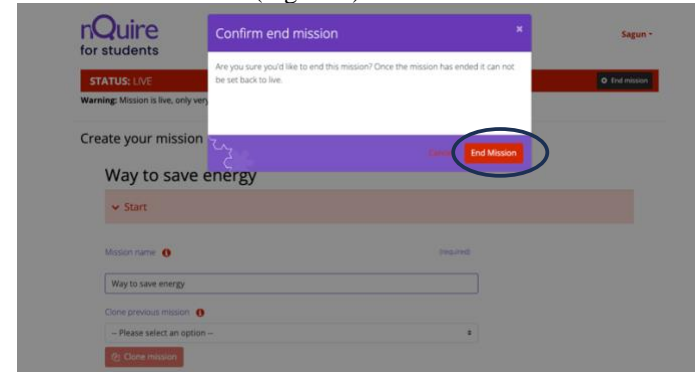


Figure 6 A pop up window for ending a mission

How can students make further changes after a mission has been ended?

1. Once you end the mission, ask students to log in nQuire for students and go to Create mission (Figure 7).

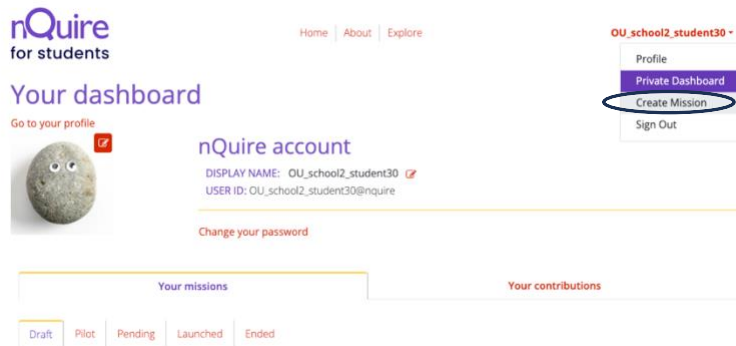


Figure 7 Create mission

2. Under Start, ask them to go to **Clone previous mission**, find their mission and press **Clone mission**. This will copy and paste their mission to the builder.

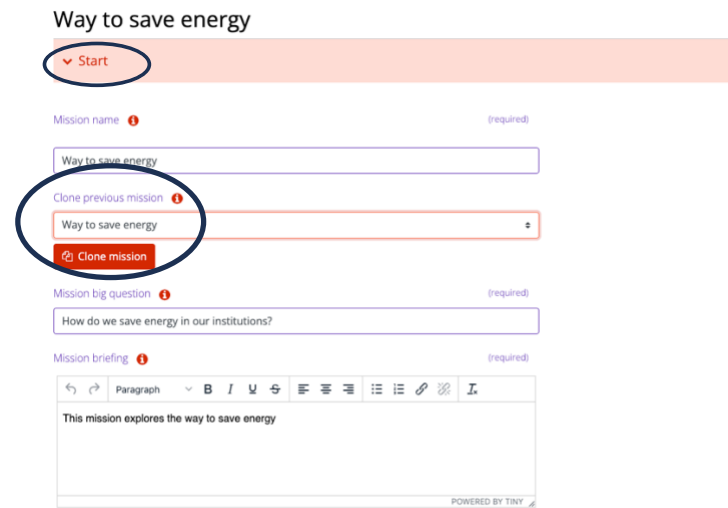


Figure 8 Clone mission

3. Students can make changes to the mission. When they are ready, they can make a request for launch (Figure 9).

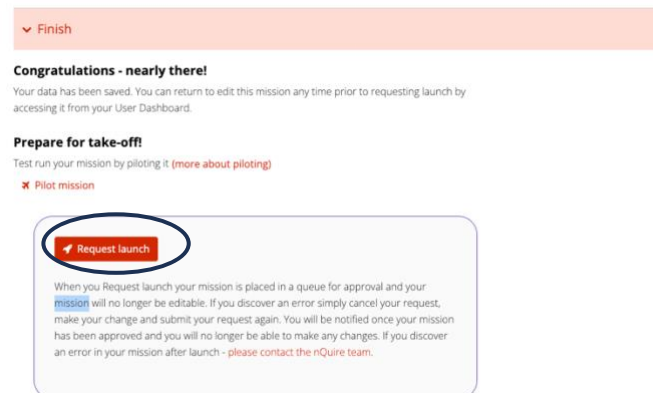


Figure 9 Finish and request launch