



## How to Complete a Mission Folder

Welcome to the eCYBERMISSION Competition! At this point you should have 3-4 team members, a Team Advisor (an adult), and you all should have registered on the eCYBERMISSION website. Once that is done it's time to start your project. Information about your project is collected through what we call the Mission Folder. Before you can access your Mission Folder you will need to discuss with your Team Advisor two things:

1. What method will you use in your project (Engineering Design or Scientific Inquiry)?
2. What [Mission Challenge](#) will you be investigating? The choices are:
  - a. [Alternative Sources of Energy](#)
  - b. [Environment](#)
  - c. [Food, Health & Fitness](#)
  - d. [Forces & Motion](#)
  - e. [National Security & Safety](#)
  - f. [Robotics](#)
  - g. [Technology](#)

Once you have made your decisions, your Team Advisor can log on to their account and select these for your team. Once that's complete, you can access your Mission Folder when you log in to the website (<http://www.ecybermission.com>) using your username and password. And when you do, you'll see a screen that looks like this:

The screenshot shows the eCybermission website interface. At the top, there are logos for AETOP, eCybermission, and the U.S. Army. Below the logos is a navigation menu with links for HOME, ABOUT, MEDIA ROOM, RESOURCES, HELP, and NEWS. On the right side of the navigation bar, there is a user greeting 'Hello,' followed by links for 'Student Home', 'My Info', and 'Logout'. The main content area features a large banner with a photo of students and the text 'Welcome Student'. Below this banner, there is a section titled 'Manage your Mission Folder below:' with a link to 'Manage Mission Folder'. On the right side of the dashboard, there is a 'Next DEADLINE' notification and a section for 'Upcoming Deadlines'.

Notice that there is a status bar on the right that will update when new deadlines are approaching (i.e. registration, Mission Folder submission, judging, etc.). The link we are looking for is right near the bottom of this page and says "Manage Mission Folder." Note that as you scroll down on this page you will see additional links:



- [Team Talk](#)
- [Discussion Forum](#)
- [Contact Mission Control](#)

You can find out more about them on our website or simply click them and look around. But for now we are going to “Manage Mission Folder.” When you click that link you will see a page like this:

[BACK TO HOME](#)

## Mission Folder: Overview for 'Super Students'

[OVERVIEW](#) | [TEAM COLLAB](#) | [SCIENTIFIC INQUIRY](#) | [COMMUNITY BENEFIT](#) | [SUBMIT MISSION](#)

Welcome to your mission folder.

|                   |   |
|-------------------|---|
| State             | Virginia                                      |
| Grade             | 8th   |
| Mission Challenge | Environment                                   |
| Method            | Scientific Inquiry using Scientific Practices |
| Students          | Student01<br>student02<br>student03           |

**Resources**

If you're having trouble click here to view:

- [Team Resources](#)
- [IRB Approval Form](#)
- [Survey Approval Form](#)

- 1. Team Collaboration:** **Incomplete ... 0 of 1 question(s) answered** [Edit] [Upload File]
- 2. Scientific Inquiry:** **Incomplete ... 0 of 13 question(s) answered** [Edit] [Upload File]
- 3. Community Benefit:** **Incomplete ... 0 of 1 question(s) answered** [Edit] [Upload File]
- 4. Mission Verification:** **Incomplete ... 0 of 3 question(s) answered** [Edit] [Upload File]

There are a few things to note here. First of all, your team name will appear at the top of the screen (note the team name for this group is Super Students). Next, you should see your state, grade, Mission Challenge, Method, and all of the usernames for the members of your team. If you see any mistakes on this page, let your Team Advisor know as soon as possible so that they can notify Mission Control!

To the right of this information there are links that can help you through the process of creating your Mission Folder.

And below all of this you will see the four sections of your Mission Folder:

1. Team Collaboration
2. Scientific Inquiry (or Engineering Design)
3. Community Benefit
4. Mission Verification

Next to each section you should see two links, one for “Edit” and one for “Upload File.” The “Upload File” link will be used to upload files to a specific section of your Mission Folder. You will want to upload files like images, graphs, charts, really anything you develop while you’re doing your work that



can enhance your Mission Folder. If you click on “Upload File” next to a section you’ll see a screen like this:

BACK TO HOME | BACK TO MISSION FOLDER

## Mission Folder: File Upload for 'Super Students'

OVERVIEW | TEAM COLLAB | SCIENTIFIC INQUIRY | COMMUNITY BENEFIT | SUBMIT MISSION

- Please upload your file by filling out the form below and selecting the correct file.
- The following file types can be attached:
  - MS Word - .doc, .docx
  - MS Publisher - .pub
  - Flash Files - .swf
  - MS PowerPoint - .ppt, .pptx
  - Word Perfect - .wpd
  - Image Files - .gif, .jpg
  - MS Excel - .xls, .xlsx
  - Adobe Acrobat - .pdf
  - Web design files - .htm, .html, and .css (style sheet)
- File size limit is 10MB. Please make sure you are under the limit or file upload will error out.

Method: Scientific Inquiry using Scientific Practices  
Section: Team Collaboration

Title:

Description:

Select a file:  No file selected.

**UPLOAD FILE**

In order to upload a file you will need to complete the form. Note the types of files that you can upload successfully. If the file you have is not one of these types you will need to save it as one of these types. Make sure you are uploading your file to the correct section in the Mission Folder (i.e. the section that mentions the file you are uploading). When you have completed the form and added your file, simply click the “Upload File” button. After you do, you will be taken back to the Mission Folder Management page and the file should be listed in the section you uploaded it to, like this:

BACK TO HOME

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OVERVIEW | TEAM COLLAB | SCIENTIFIC INQUIRY | COMMUNITY BENEFIT | SUBMIT MISSION

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- IRB Approval Form
- Survey Approval Form

- 1. Team Collaboration:** Incomplete ... 0 of 1 question(s) answered [Edit] [Upload File]  
**Uploaded Files:**
  - [View] [Delete] **Team Table** (By: student02, 06/30/2015, )  
*This is a table showing the jobs of each student on our team.*
- 2. Scientific Inquiry:** Incomplete ... 0 of 13 question(s) answered [Edit] [Upload File]
- 3. Community Benefit:** Incomplete ... 0 of 1 question(s) answered [Edit] [Upload File]
- 4. Mission Verification:** Incomplete ... 0 of 3 question(s) answered [Edit] [Upload File]



You can upload files to each section of the Mission Folder. Now that you know how to do that, let's take a look at each section. We will start with "Team Collaboration." You can access that section by clicking on "Edit" right next to it OR by clicking the button on the menu bar at the top that says "Team Collab." Either way you will get to a screen that looks like this:

BACK TO HOME | BACK TO MISSION FOLDER

## Mission Folder: Team Collaboration for 'Super Students'

OVERVIEW | **TEAM COLLAB** | SCIENTIFIC INQUIRY | COMMUNITY BENEFIT | SUBMIT MISSION

- Student sessions time-out after 30 minutes, please save often to avoid losing your work.
- Only use plain text in your answers. No HTML or special formatting. Page will error on HTML for security purposes.
- Suggested file attachments: Breakdown of team responsibilities, team plan, experiment schedule
- Total maximum points in this section: 60

**Question:**  
Describe the plan your team used to complete your Mission Folder. Be sure to explain the role of each team member and how you shared and assigned responsibilities. Describe your team's process to ensure that assignments were completed on time and deadlines were met.

**Answer:**  
Enter text here

**Resources**  
If you're having trouble click here to view:  
• Team Resources  
• IRB Approval Form  
• Survey Approval Form

**SAVE SECTION**

Team Collaboration is one of the smaller sections of the Mission Folder because it only contains one prompt. Make sure you read the prompt carefully and address every part of it. Note at the top of the screen that the session will time-out after 30 minutes, so make sure you save your work often. You can do this by clicking "Save Section" at the bottom of the screen. This will take you back to the Mission Folder Management page, but you can always come back to this page and continue working. Also note that you should only use plain text, so no bold, italics, etc. There is also a list of suggested attachments for this section and a reminder of how many points this section is worth.

Once you have completed this section (or save it to return to it at a later time) you can click the "Save Section" button to go back to the Mission Folder Management page to access other sections of the Mission Folder.

BACK TO HOME

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**1. Team Collaboration:** Complete [Edit] [Upload File]  
Unloaded Files:  
• [View] [Delete] **Team Table** (By: student02, 06/30/2015.)  
*This is a table showing the jobs of each student on our team.*

**2. Scientific Inquiry:** Incomplete ... 0 of 13 question(s) answered [Edit] [Upload File]

**3. Community Benefit:** Incomplete ... 0 of 1 question(s) answered [Edit] [Upload File]

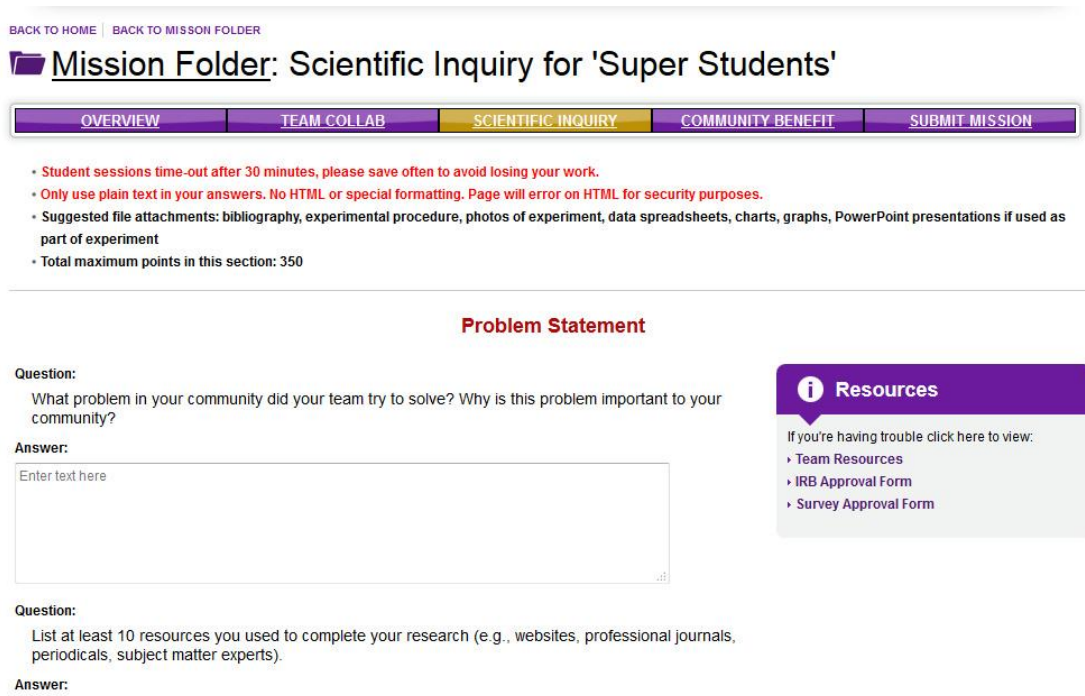
**4. Mission Verification:** Incomplete ... 0 of 3 question(s) answered [Edit] [Upload File]

You will now see that the text next to “Team Collaboration” is green and says “Complete.” This simply means that all of the text fields in that section have text in them. It does not necessarily mean you are done with that section. Always be sure to review each section to make sure you have answered the questions completely. If any text field in a section does not have text in it, the words next to that section will remain red and let you know how many questions have not yet been answered.

IMPORTANT! Before you start any testing or experimenting determine if you will be testing on any humans or any vertebrates. If you will, you need to attach a COMPLETED [IRB Approval Form](#) to your Mission Folder. Again, this must be done BEFORE you do any testing or experimenting that involves ANY vertebrate (even YOU).

This is also true for any surveys you are conducting. If your team decides they are going to conduct a survey they must have a COMPLETED [Survey Approval Form](#) AND [IRB Approval Form](#) attached to their Mission Folder BEFORE they administer the survey.

Let’s take a look at the Scientific Inquiry section. Again, you can click “Edit” next to that section or click the “Scientific Inquiry” button on the menu bar at the top (Note – if you chose Engineering Design Process as your method you will see some different questions. They are noted below). Either way you’ll be taken to this screen:



This section is much larger than the “Team Collaboration” section and has 13 different questions. You can only see two of those questions here. Again, at the top you will see the reminders about the 30 minute time-out and using plain text. You will also see the recommendations for types of attachments and the total points for this section.

This section is actually divided into several parts. They are:

- Problem Statement



- Hypothesis
- Experimental Design
- Data Collection and Analysis (Build Prototype or Model and Test Prototype or Model for Engineering Design)
- Drawing Conclusions

Let's take a look at each of these. First, Problem Statement:

**Problem Statement**

**Question:**  
What problem in your community did your team try to solve? Why is this problem important to your community?

**Answer:**

**Question:**  
List at least 10 resources you used to complete your research (e.g., websites, professional journals, periodicals, subject matter experts).

**Answer:**

**Question:**  
Describe what you learned in your research.

**Answer:**

**i Resources**

If you're having trouble click here to view:

- Team Resources
- IRB Approval Form
- Survey Approval Form

This part has three questions:

- **What problem in your community did your team try to solve? Why is this problem important to your community?**
  - Make sure here you are answering the question that is asked. Don't talk about your solution yet, just tell the reader about the problem you are trying to solve and why it's important.
- **List at least 10 resources you used to complete your research (e.g. websites, professional journals, periodicals, subject matter experts).**
  - For this, make sure you have at least 10 specific resources. Saying you used "Google" isn't specific enough. You can list specific websites, but try to make sure your list isn't ONLY websites. Try to find some resources that are journals, magazines, books, or people who are experts in the field you are studying. Remember, you are finding out more information about the problem you are trying to solve and what might have already been done to try to solve it.



- **Describe what you learned in your research.**
  - This will probably be a pretty long answer since you have to talk about everything you learned from those 10 (or more) resources. Be sure to cite your resources in this section as well so the reader knows where each piece of information came from.

Let's take a look at the next section: Hypothesis.

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**Hypothesis**

**Question:**  
State your hypothesis. Describe how your hypothesis could help investigate your problem.

**Answer:**

Enter text here

**Question:**  
Identify the independent variables and the dependent variables in your hypothesis.

**Answer:**

Enter text here

---

**Question:**  
When you developed your hypothesis how did you know it could be tested AND could be proven false by testing?

**Answer:**

Enter text here

In this section there are three questions as well:

- **State your hypothesis. Describe how your hypothesis could help solve your problem.**
  - Make sure you state your hypothesis correctly, including both your independent and dependent variable. Also, this question asks you to describe how your hypothesis could help solve the problem. This just means that you should explain how your hypothesis connects to the problem you are solving. Why did you choose to test what you are testing? How will it help find a solution to the problem you are studying?
- **Identify the independent variable and dependent variable in your hypothesis.**
  - This is simply letting the reader know what your independent and dependent variables are. If you are having trouble remembering which is which, try looking at the "Variable, Constants, and Controls" sheet under [Team Resources](#).



- **When you developed your hypothesis how did you know it could be tested AND could be proven false by testing?**
  - Here is where you need to explain what makes your hypothesis valid. What is it about your hypothesis that can be tested and can it be proven false by testing. You can get more information on Validity of a Hypothesis [here](#). This type of information should come from the research you conducted in the “Problem Statement” part of this section.

Now let’s move on to the next section, Experimental Design.

### Experimental Design

**Question:**

List the materials you used in your experiment. Include technologies you used (e.g., scientific equipment, internet resources, computer programs, multimedia, etc.).

**Answer:**

**Question:**

Identify the control group and the constants in your experiment.

**Answer:**

**Question:**

What was your experimental process? Include each of the steps in your experiment. Include all safety precautions used by your team as step one.

**Answer:**

Once again, we have three questions:

- **List the materials you used in your experiment. Include technologies you used (e.g. scientific equipment, internet resources, computer programs, multimedia, etc.)**
  - For this section you are listing the materials that you are using in your experiment. This is all of the physical materials as well as any virtual tools you might use. Note that when it says “Internet resources” here it is not referring to the list you made above of your research resources; rather it means any kind of virtual model equipment or tool you might find online.





- **Identify the control group and the constants in your experiment.**
  - Most experiments require a control group and all will have constants. If you are having trouble remembering what these are, try using the “Variables, Constants, and Controls” sheet in [Team Resources](#).
- **What was your experimental process? Include each of the steps in your experiment. Include all safety precautions used by your team as step one.**
  - This is where you list your procedure for your experiment. Remember to provide as much detail as possible so if someone else needed to recreate your experiment to validate your results they could do so. And make sure that step one outlines all safety precautions taken by your team!

For Engineering Design this section looks a little different. Take a look:

### Experimental Design

**Question:**

Develop a design statement. Be sure to describe what exactly your device should be able to do. Do not describe HOW it's going to do what it needs to do.

**Answer:**

**Question:**

Determine the criteria for a successful solution and identify constraints for your design. Discuss what the device must have in order to accomplish its job and the restrictions of the device (i.e. the size, the cost, the weight, etc.).

**Answer:**

**Question:**

Identify the relevant variables you will use to test your prototype or model and explain how you will measure your variables.

**Answer:**

The questions here include:

- **Develop a design statement. Be sure to describe what exactly your device should be able to do. Do not describe HOW it's going to do what it needs to do.**
  - A design statement is your chance to talk about what your device should be able to do. If you already have a device in mind, try to get that idea out of your head. The point here is to talk about what the device should do and not about a specific solution.
- **Determine the criteria for a successful solution and identify constraints for your design. Discuss what the device must have in order to accomplish its job and the restrictions of the device (i.e. the size, the cost, the weight, etc.)**



- Once again, try to get a specific device or solution out of your head and think more generally. How big can this thing be? How much can it cost? What are the limits and what are the necessary functions it must have?
- **Identify the relevant variables you will use to test your prototype or model and explain how you will measure your variables.**
  - Here you will describe what exactly you will be testing when you test your prototype. Will you test how well it stands up to different environmental conditions? Will you test how quickly it accomplishes a task? How efficiently? The choice is yours, but make sure you have a clear idea of what is being tested.

Now back to Scientific Inquiry, let's take a look at the "Data Collection and Analysis" part of this section.

#### Data Collection and Analysis

Question:

Describe the data you collected and observed in your testing (use of data tables, charts, and/or graph is encouraged).

Answer:

Question:

Analyze the data you collected and observed in your testing. Does your data support or refute your hypothesis? Do not answer with a yes or no. Explain your answer using one of the following prompts: 'Our data supports/refutes the hypothesis because...'

Answer:

Question:

Explain any sources of error and how these could have affected your results.

Answer:

This section contains the following questions:

- **Describe the data you collected and observed in your experiment (use of data tables, charts, and/or graphs is encouraged).**
  - Here is your chance to describe and show all of the data you collected from your experiment. You will most likely be uploading data tables, charts, and/or graphs to the "Scientific Inquiry" section. Just be sure you explain that these files are attached and their title.
- **Analyze the data you collected and observed in your experiment. Does your data support or refute your hypothesis? Do not answer with a "yes" or "no." Explain your answer using one of the following prompts: "Our data supports/refutes the hypothesis because . . ."**



- For this question you want to take a look at your data and understand what it's telling you. You can begin the answer to this section by using the prompt that you were given, but you must decide where you will say "supports" or "refutes" based on your data.
- **Explain any sources of error and how these could have affected your results.**
  - Remember that sources of error are not mistakes that you made, but rather anything that could have caused uncertainty in your results. If you are having trouble understanding sources of error try looking over the "Sources of Error" sheets in the [Team Resources](#).

If you chose "Engineering Design" you'll notice that there is not a "Data Collection and Analysis" part of the section. Instead you will see two other sections: Build Prototype or Model and test Prototype or Model. Let's take a look at these parts:

### Build Prototype or Model

**Question:**

Develop a design and list the materials you used in your design. Include technologies you used (e.g., scientific equipment, internet resources, computer programs, multimedia, etc.).

**Answer:**

**Question:**

Explain how you built your prototype(s) or model(s). Include each of the steps in your process. Include all safety precautions used by your team as step one.

**Answer:**

In the "Build Prototype or Model" part you will see two questions:

- **Develop a design and list the materials you used in your design. Include technologies you used (e.g. scientific equipment, Internet resources, computer programs, multimedia, etc.)**
  - You will most likely include an attachment for this question that shows a drawing of your design. Be sure to list everything you used to create your model or prototype. And note "Internet resources" is not referring to the research resources from the "Problem Statement" part of this section, but rather tools you might have used on the Internet to gather data or create simulations.



- **Explain how you built your prototype(s) or model(s). Include each of the steps in your process. Include all safety precautions used by your team as step one.**
  - Use as much detail as you can to explain each step you used to build your prototype or model. You want to write this so that if someone else had to recreate your prototype or model, they could do so. And make sure that step one outlines all safety precautions taken by your team!

The next section is titled “Test Prototype or Model”

### Test Prototype or Model

**Question:**

Describe the data you collected and observed in your testing (use of data tables, charts, and/or graphs is encouraged).

**Answer:**

Enter text here

**Question:**

Analyze the data you collected and observed in your testing. Does your data support or refute your design statement? Do not answer with yes or no. Explain your answer using 'Our data supports/refutes the design statement because...'

**Answer:**

Enter text here

**Question:**

Explain any sources of error and how these could have affected your results

**Answer:**

Enter text here

There are three questions here:

- **Describe the data you collected and observed in your testing (use of tables, charts, and/or graphs is encouraged).**
  - Here is your chance **to describe and show** all of the data you collected from your testing. You will most likely be uploading data tables, charts, and/or graphs to the “Engineering Design” section. Just be sure you explain that these files are attached and their title.
- **Analyze the data you collected and observed in your testing. Does your data support or refute your design statement? Do not answer with a “yes” or “no.” Explain your answer using one of the following prompts: “Our data supports/refutes the design statement because . . .”**



- For this question you want to take a look at your data and understand what it's telling you. You can begin to answer this question by using the prompt that you were given, but you must decide where you will say "supports" or "refutes" based on your data.

- **Explain any sources of error and how these could have affected your results.**

- Remember that sources of error are not mistakes that you made, but rather anything that could have caused uncertainty in your results. If you are having trouble understanding sources of error try looking over the "Sources of Error" sheets in the [Team Resources](#) section of the website.

Let's move on to the last part of this section, Drawing Conclusions.

---

### Drawing Conclusions

**Question:**

Interpret and evaluate your results and write a conclusion statement that includes the following: Describe what you would do if you wanted to retest or further test your hypothesis. Evaluate the usefulness of the data your team collected. What changes would you make to your hypothesis and/or experimental design in the future, if any?

**Answer:**

Enter text here

SAVE SECTION

There is only one question in this section, but it has multiple parts:

- **Interpret and evaluate your results and write a conclusion statement that includes the following: Describe what you would do if you wanted to retest or further test your hypothesis. Evaluate the usefulness of the data your team collected. What changes would you make to your hypothesis and/or experimental design in the future, if any?**
  - This is your chance to form a conclusion based on your experiment. Was it a success? Was it not? Why or why not? And there is always room for improvement, so how could you make your hypothesis better based on your findings? How could you make your experiment better? Take all of this into account and be sure to answer every part of the prompt.

Once you have completed every question (or every question you are working on that day) you can click on the "Save Section" button. Remember to do this often to make sure you don't lose any of your work. Also, make sure that if you are working on your Mission Folder no one else is working on that same folder on a different computer, it can cause problems when you are trying to save your work. Once you click the "Save Section" button you will return to the Mission Folder Management page.

[BACK TO HOME](#)

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- OVERVIEW
- TEAM COLLAB
- SCIENTIFIC INQUIRY
- COMMUNITY BENEFIT
- SUBMIT MISSION

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- ▶ [IRB Approval Form](#)
- ▶ [Survey Approval Form](#)

**1. Team Collaboration:** Complete [ Edit ] [ Upload File ]

Uploaded Files:

- [ View ] [ Delete ] **Team Table** (By: student02, 06/30/2015, )

*This is a table showing the jobs of each student on our team.*

**2. Scientific Inquiry:** Complete [ Edit ] [ Upload File ]

**3. Community Benefit:** Incomplete ... 0 of 1 question(s) answered [ Edit ] [ Upload File ]

**4. Mission Verification:** Incomplete ... 0 of 3 question(s) answered [ Edit ] [ Upload File ]

Once text is entered in every text field in the Scientific Inquiry (or Engineering Design) section, you will see that it now says "Complete." Remember, this does not mean your work is actually done, it just means you have entered text, no matter how little, into each field.

Let's take a look at the third section of the Mission Folder, Community Benefit. Again, you can click "Edit" next to it or click the "Community Benefit" button on the tool bar at the top.

[BACK TO HOME](#) | [BACK TO MISSION FOLDER](#)

## Mission Folder: Community Benefit for 'Super Students'

- OVERVIEW
- TEAM COLLAB
- SCIENTIFIC INQUIRY
- COMMUNITY BENEFIT
- SUBMIT MISSION

- Student sessions time-out after 30 minutes, please save often to avoid losing your work.
- Only use plain text in your answers. No HTML or special formatting. Page will error on HTML for security purposes.
- Suggested file attachments: brochures, fliers, posters, website links
- Total maximum points in this section: 90

**Question:**

How could your experiments and data help solve your problem and benefit your community? Describe next steps for further research/experimentation and how you have or how you could implement your solution in the future.

**Answer:**

Enter text here

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- ▶ [Survey Approval Form](#)

**SAVE SECTION**



Much like the “Team Collaboration” section, this section has only one question. Make sure you read the entire prompt and answer every part of it. **This section gives you a chance to explain how your solution will benefit your community and help others, as well as how you could actually implement and use the information you gathered or the solution you designed.** Once you have completed your answer or your work for the day, you can click “Save Section” and return to the Mission Folder Management page.

BACK TO HOME

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  - [View] [Delete] **Team Table** (By: student02, 06/30/2015, )  
*This is a table showing the jobs of each student on our team.*
- 2. Scientific Inquiry:** Complete [Edit] [Upload File]
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Once sections 1-3 are complete you can move on to section four, Mission Verification. This section should be completed last. Click the “Edit” button next to “Mission verification” in order to access that section.

- Please answer the following three questions before you submit your mission folder.
- If your team answers yes to vertebrae testing, they must attach an IRB form. The form is available in the right-hand "Resources" section.
- If your team answers yes to the survey question, they must attach a survey approval form. The form is available in the right-hand "Resources" section.

**Question:**  
Does your Mission Folder project involve vertebrate testing, defined as animals with backbones and spinal columns (which includes humans)? If yes, team must complete and attach an IRB.

**Answer:**  
-- Select One --

**Question:**  
Did your team use a survey for any part of your project? If yes, team must complete and attach a survey approval form.

**Answer:**  
-- Select One --

**Directions:**  
You will need to include an abstract of 250 words or less. As part of the abstract you will need to describe your project and explain how you used STEM (Science, Technology, Engineering and Mathematics) to improve your community

**Abstract:**  
Enter text here

**Resources**

If you're having trouble click here to view:

- Team Resources
- IRB Approval Form
- Survey Approval Form

**SAVE SECTION**



This section is one of the most important to be sure your Mission Folder is not disqualified. There are three questions here:

- **Does your Mission Folder project involve vertebrate testing, defined as animals with backbones and spinal columns (which include humans)? If yes, team must attach an IRB approval form BEFORE they do any testing involving humans or any vertebrates.**
  - It is very important that if your project involved any testing involving vertebrates (even humans) in any way, you attach an Institutional Review Board (IRB) approval form. Your Team Advisor can help you with getting this form completed by an IRB that already exists or setting up an IRB at your school. An [IRB approval form](#) is available on the eCYBERMISSION website. If your project does include any testing involving vertebrates and an IRB approval form is not attached your Mission Folder will be disqualified.
  
- **Did your team use a survey for any part of your project? If yes, team must complete and attach a survey approval form AND an IRB Approval Form BEFORE they administer the survey.**
  - It is very important that if your project involved any type of survey, your team completes and attaches a **survey approval form AND an IRB Approval Form**. Your Team Advisor can help you in completing [these forms](#) which are available on the eCYBERMISSION website. If your project involves a survey of any kind and a survey approval form and an IRB Approval Form are not attached, your Mission Folder will be disqualified.
  
- **You will need to include an abstract of 250 words or less. As part of the abstract you will need to describe your project and explain how you used STEM (Science, Technology, Engineering, and Mathematics) to improve your community.**
  - This is a summary of your project including how you used STEM to improve your community.

Once you have completed each of these questions you can click on “Save Section” and again return to the Mission Folder Management page.





[BACK TO HOME](#)

## Mission Folder: Overview for 'Super Students'



Welcome to your mission folder.

|                   |   |
|-------------------|---|
| State             | Virginia                                      |
| Grade             | 8th   |
| Mission Challenge | Environment                                   |
| Method            | Scientific Inquiry using Scientific Practices |
| Students          | Student01<br>student02<br>student03           |

### Resources

If you're having trouble click here to view:

- Team Resources
- IRB Approval Form
- Survey Approval Form

**1. Team Collaboration:** Complete [ Edit ] [ Upload File ]

Uploaded Files:

- [ View ] [ Delete ] **Team Table** (By: student02, 06/30/2015, )

*This is a table showing the jobs of each student on our team.*

**2. Scientific Inquiry:** Complete [ Edit ] [ Upload File ]

**3. Community Benefit:** Complete [ Edit ] [ Upload File ]

**4. Mission Verification:** Complete [ Edit ] [ Upload File ]

When you see this page with all of the sections marked as “Complete” you may be finished creating your Mission Folder. Make sure you check each answer carefully to be sure you have completely answered each question. The final step is to submit your Mission Folder.

The final button on the tool bar at the top (far right) says “Submit Mission.” If you are ready to submit your Mission Folder, click that button.

[BACK TO HOME](#)

## Mission Folder: Submit Mission for 'Super Students'



This is an overview of your mission folder status, and process to submit your mission folder.

|                   |   |
|-------------------|---|
| State             | Virginia                                      |
| Grade             | 8th   |
| Mission Challenge | Environment                                   |
| Method            | Scientific Inquiry using Scientific Practices |
| Students          | Student01<br>student02<br>student03           |

**Status:** Your mission folder is ready for submission! Only your team advisor can submit this mission folder. Please contact your team advisor once your team feels this folder is ready for submission. Once you submit you will not be able to edit, and neither will your team. It will become view only!

You will find that only your Team Advisor can submit your Mission Folder. When you are sure you are ready to submit, let your Team Advisor know. Once your Team Advisor submits your Mission Folder you will no longer be able to edit it, but you will be able to read it. If you discover a mistake BEFORE the submission deadline you can ask your Team Advisor to unsubmit the folder. If that happens you will be able to make changes again, but your Team Advisor will need to submit it again once you are done making your changes.



## Final Tips!

**Check Mission Folders for proper grammar and spelling:** You should have a peer or Team Advisor review the text of your Mission Folder for grammar and spelling mistakes.

**Don't use any formatted text:** Text that is bold, italics, underlined, etc. can cause problems with the Mission Folder so make sure you only use plain text.

**Upload images and supplemental files that will help the Virtual Judges score the Mission Folder:** Be sure that all of the attached images or files uploaded clearly support the hypothesis or conclusions and be sure to notate attachments in the Mission Folder text and that they are listed on the Mission Folder Management page. For the best compatibility, convert your attachments to PDF documents. In Microsoft Office version 2007 or greater, this can be done when saving your document by changing the "Save as type" to ".pdf". If there is no option to save the file as a PDF, below is a list of other acceptable files types:

- MS Word - .doc, .docx
- MS PowerPoint - .ppt, .pptx
- MS Excel - .xls, .xlsx
- MS Publisher - .pub
- Word Perfect - .wpd
- Flash Files - .swf
- Image Files - .gif, .jpg
- Web design files - .htm, .html, and .css (style sheet)

\*Note: You cannot upload videos. If you have a video you would like to include in your Mission Folder you will need to upload the video to a sharing site like TeacherTube, SchoolTube, or YouTube and provide the link.

**Cite all resources used:** It is important to cite your sources throughout your Mission Folder. If you are having problems with citations, you can use the Team Resource "[Conducting Research and Citing Your Sources](#)" or you can talk to your English teacher about help with citations.

**Review judging criteria:** Make sure you have looked at the [Engineering Design Process Grading Rubric](#) or the [Scientific Inquiry Using Scientific Practices Grading Rubric](#) (depending on which method you chose) to see exactly how the judges will be assigning points.

**Successfully submit all Mission Folders by the deadline:** We recommend that you submit your Mission Folder as soon as you complete it rather than waiting until the last minute. Teams have encountered problems submitting in the past when there are high numbers of submissions as the deadline approaches. If these problems cause you to miss the deadline, there is nothing we can do to assist you.

If your team encounters problems with submitting, prior to the deadline, please contact Mission Control ([missioncontrol@cybermission.com](mailto:missioncontrol@cybermission.com) or 1-866-GO-CYBER) immediately for assistance.