Project Leadership

Project Leadership is a web-based tool for students to develop leadership skills. Students develop these skills by focusing on a specific role and skill as well as receiving feedback from team members on their implementation of these skills.

The home page of Project Leadership (projectleadership.app) provides the mission of Project Leadership, an overview of Project Leadership, and the Log In button.

> Project Leadership's mission is to increase the diversity of leadership by empowering all individuals to develop leadership skills in themselves and others.
>
> Leadership is the ability to influence others. Each person within a team can influence each other - leadership is not just for a specific person with a title or the person that speaks up the loudest. Leadership happens in a multitude of ways and can also help your learning. Leadership is also a highly desirable skill in the job application process.
>
> Project Leadership allows you to identify your leadership skills and track your development. During team projects, you will select a role, identify a skill to focus on, and receive feedback. There are as many ways to lead as there are people. Through the process you'll learn how you effectively lead and what you can do to become an even more effective leader.
>
> In a strong team, you can benefit from each other's strengths, change your weaknesses into your strongest assets, and accomplish larger projects than anyone could do on their own. As you work with your team, we hope that you see how leadership can be shared across all team members.

Logging In

Once at projectleadership.app, you can log in by clicking the "Log In" button in the upper right-hand button.

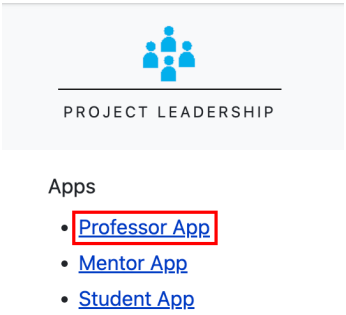
When you log in you will either be taken to the "Course and Sections" page or a page that lists your different roles within the App (Professor, Mentor, Student). This guide walks you through all of the options available for the roles of Professor, Mentor, and Student.

Professor App

You'll use the professor side of the Project Leadership App to create courses, sections, and lectures. Each section refers to the set of students in a specific section of the course. Each

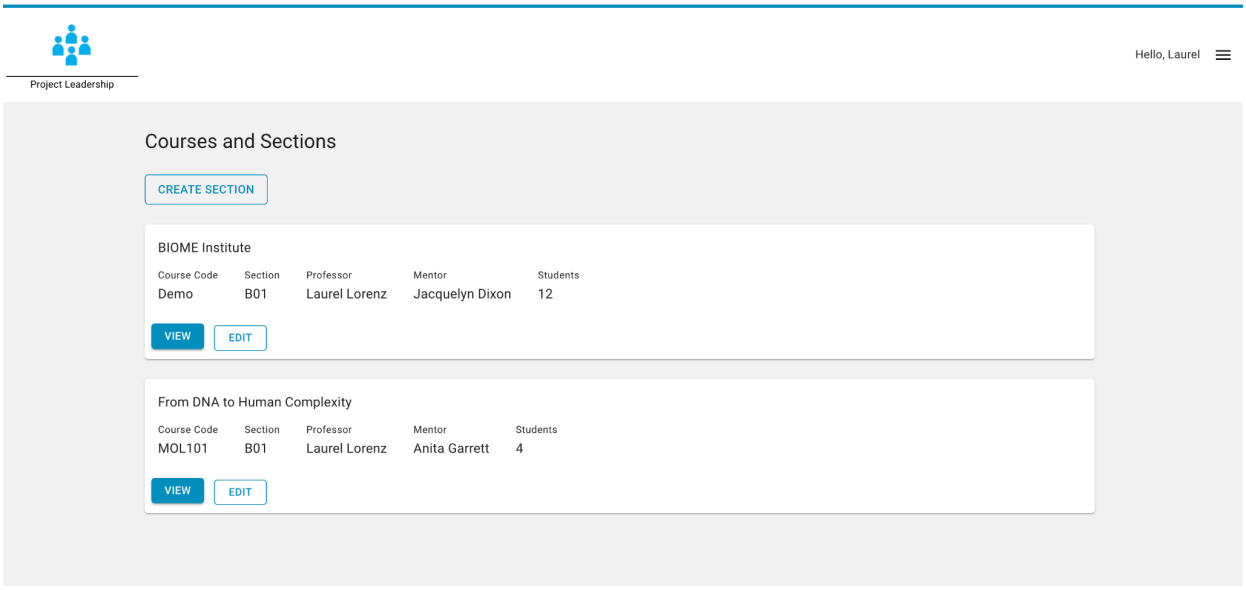
lecture refers to the dates that students will focus on a particular role and skill. The professor side of the App is also where you will select or revise the roles and skills that students will focus on. In addition, you will be able to review student feedback.

To create courses and sections, you will need to enter the Professor side of the App, by selecting Professor App. To switch between different sides of the App, go to projectleadership.app. If you are already logged in, the home page will take you the the page with the different sides of the App available to you.

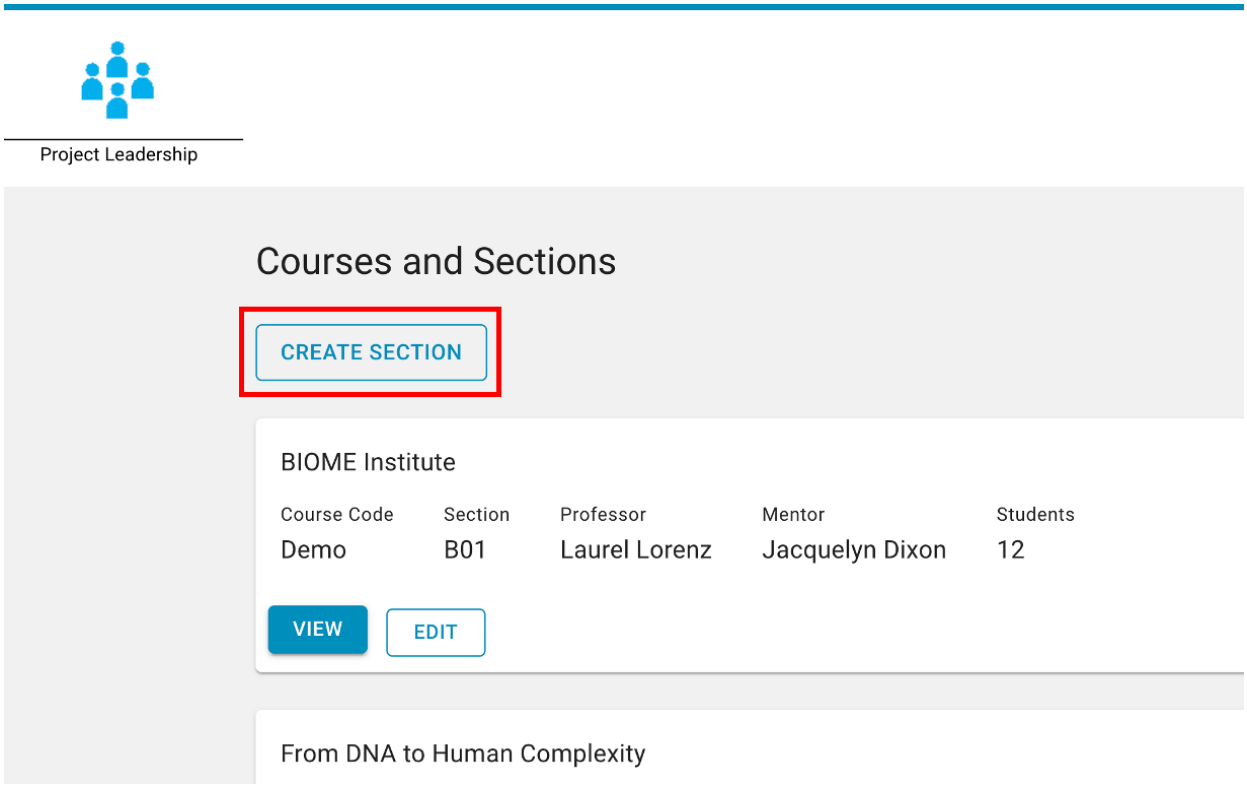


Creating courses and sections

The home page of the Professor App lists all the courses and sections owned by the professor.



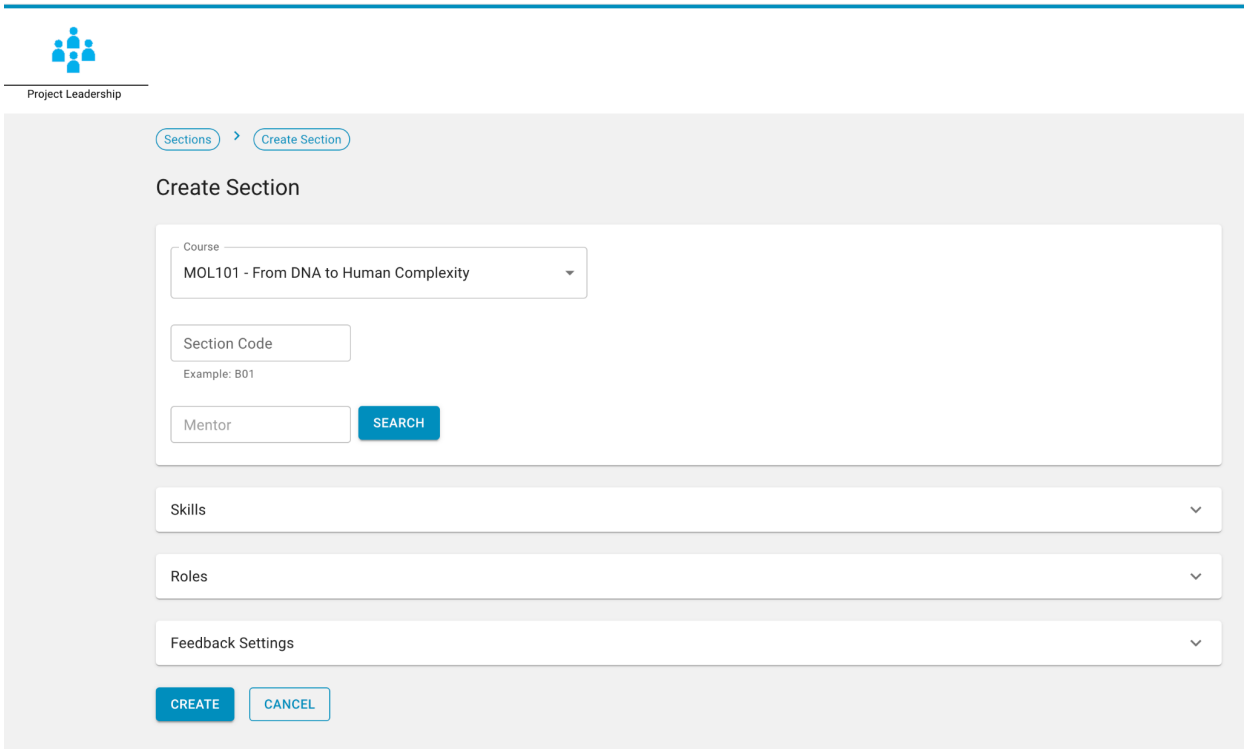
A new course or section of a course can be created by clicking on the "Create Section" button on the sections page.



Fill out the section form and click on "Create" to create a new section.

Because courses and mentors are currently added manually, please email Laurel Lorenz (llorenz@princeton.edu) to have a course name, course number, and mentor name be added to the menu.

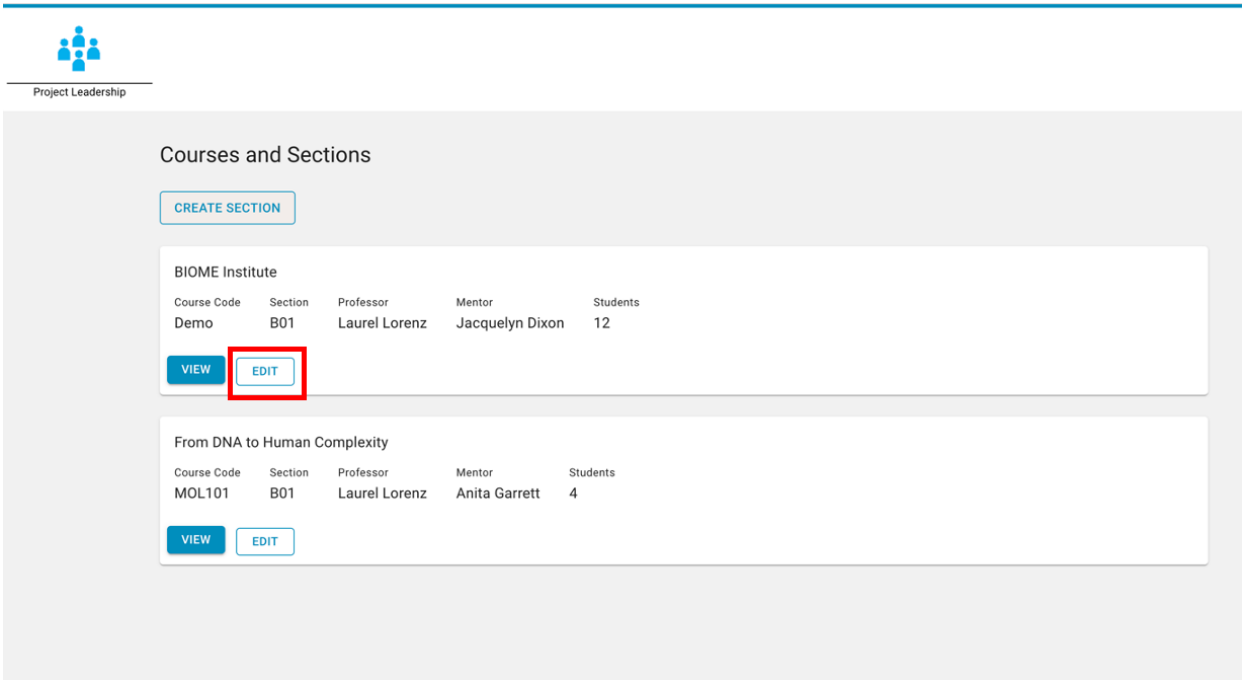
In order to create a course, you will need to include a section code and a Mentor. Mentors are typically TAs or a second instructor who you want to have access to your course. A mentor is able to create lectures, manage lectures, and delete (but not moderate) feedback. Essentially the mentor side of the App allows a second person to assist with managing a course in Project Leadership.



Editing a section

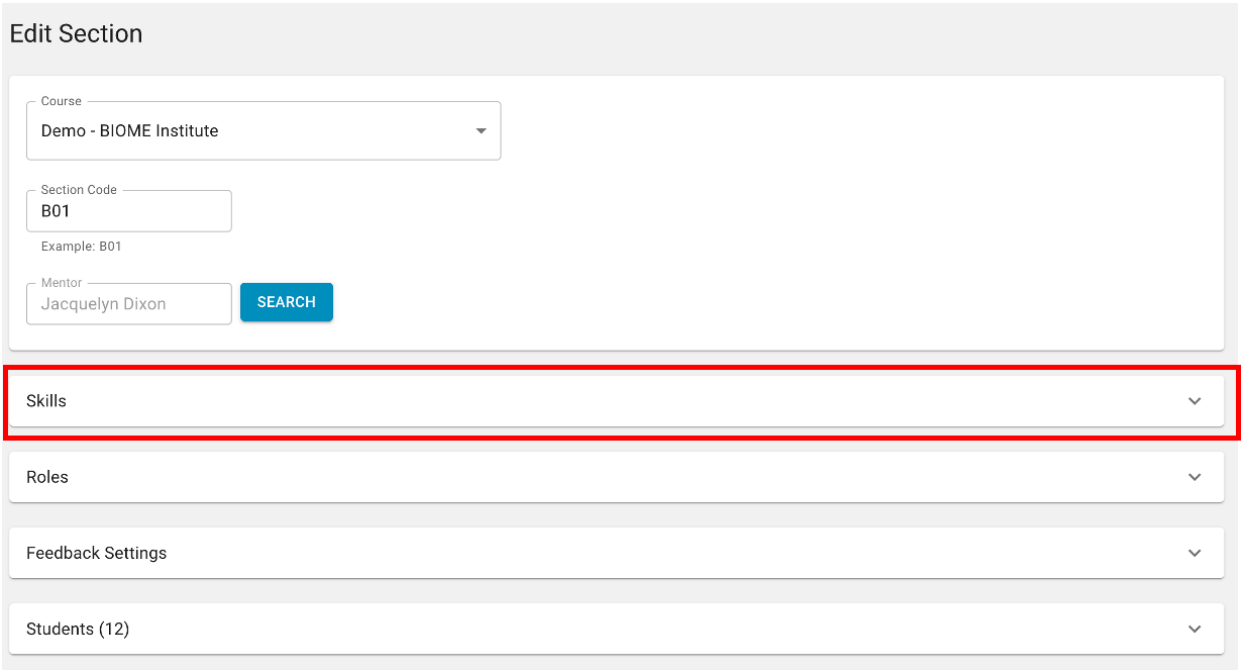
In order to edit an existing section, click on the “Edit” button on the section card.

Editing a section will allow you to add students to your course, select roles and skills, create lectures, and select feedback options. You can always return to the Courses and Sections Page by clicking on the Project Leadership Icon in the upper left-hand corner.



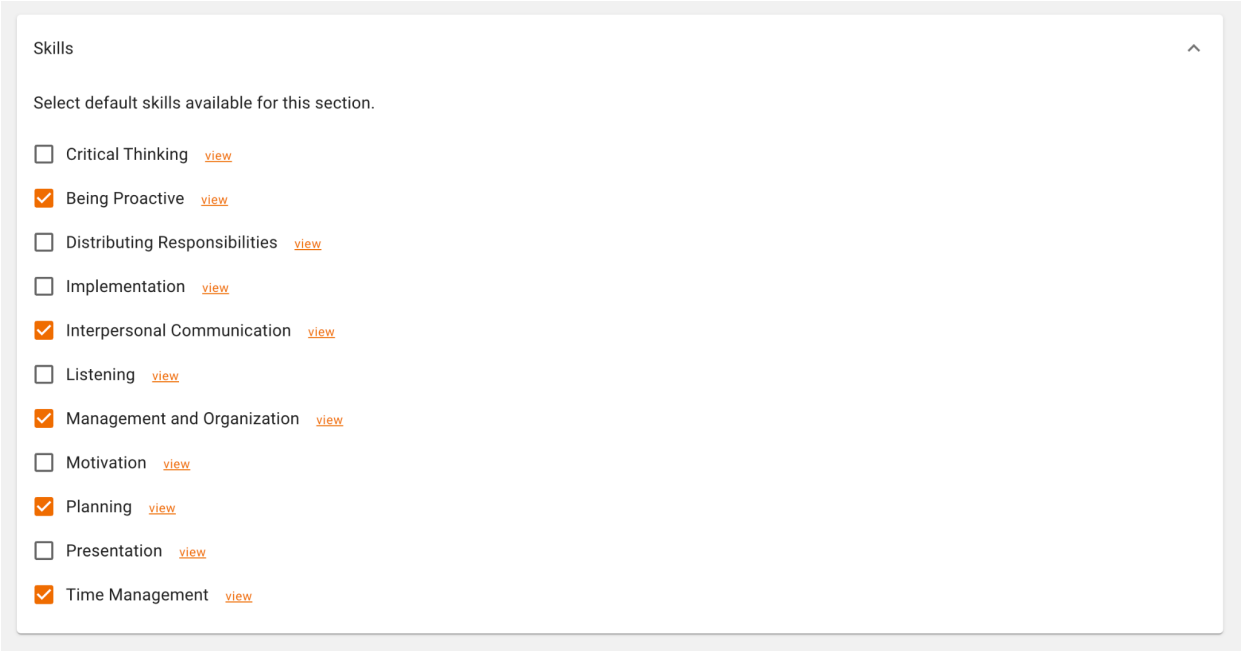
Selecting Skills

To select the skills for your class, expand the skills by clicking on the Skills bar.



A list of skills available from the default skill library as well as your custom skills will appear. You will want to select about 5 skills for the semester. By selecting five skills, students have a chance to focus on a variety of leadership skills without feeling overwhelmed. You can view

descriptions of each skill by clicking “View.” Instructions to create custom skills can be found within the Guide.



Selecting Roles

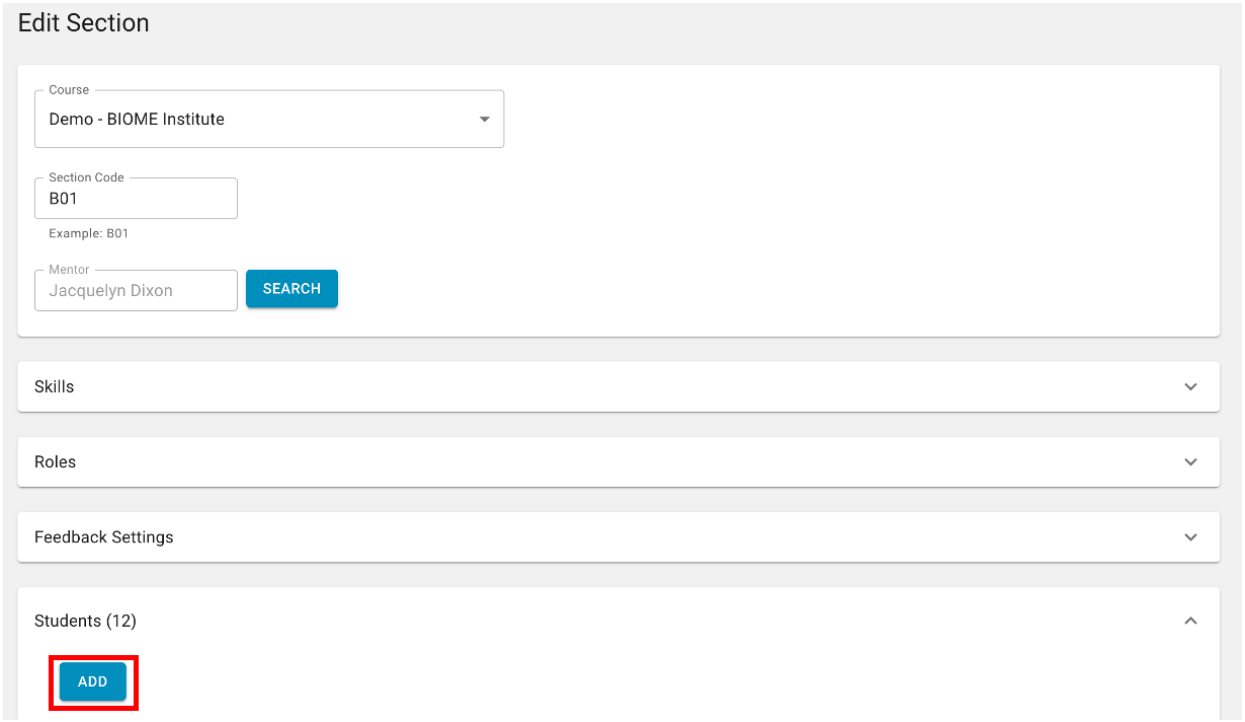
The process of selecting roles is analogous to selecting skills. The Leadership app comes with default roles ready to be used. New custom roles can be created and used the same way as skills.

Adding students

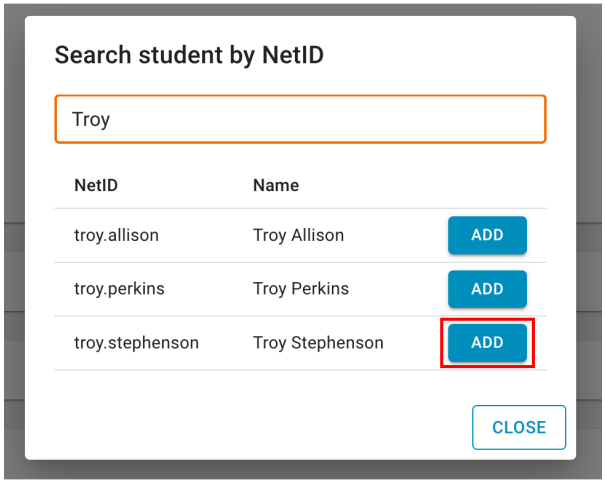
Adding students to your course requires two steps.

The first step is emailing a list of your students’ first and last names as well as their email address to Laurel Lorenz (llorenz@princeton.edu) so that each student receives a username. (We hope to automate this process soon!)

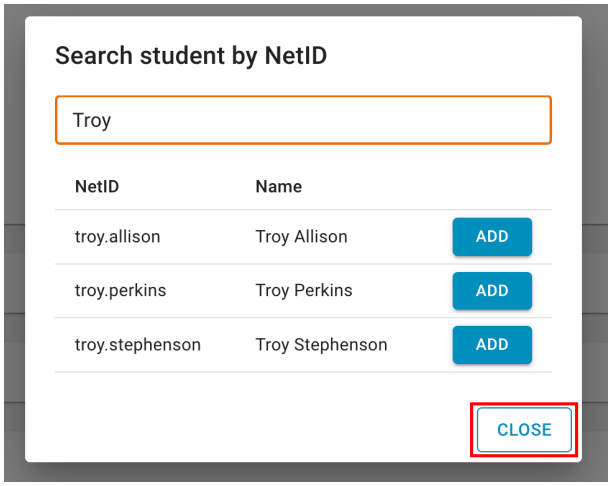
Once usernames are established, you can add students by expanding the student section and clicking on the “Add” button.



Search for each student by typing in their name and then clicking the appropriate “Add” button. Repeat for each student in that course section.



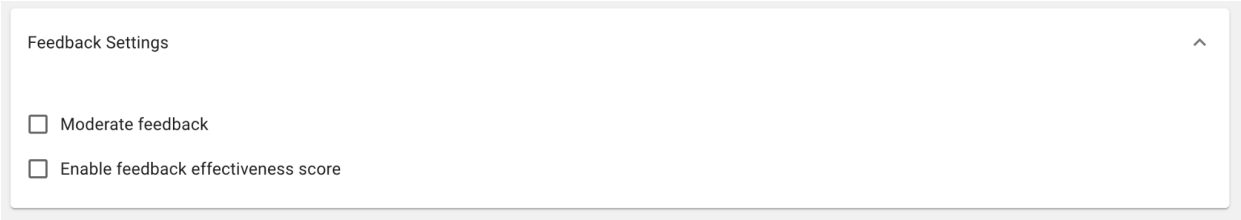
When all of the students have been added, click the “Close” button.



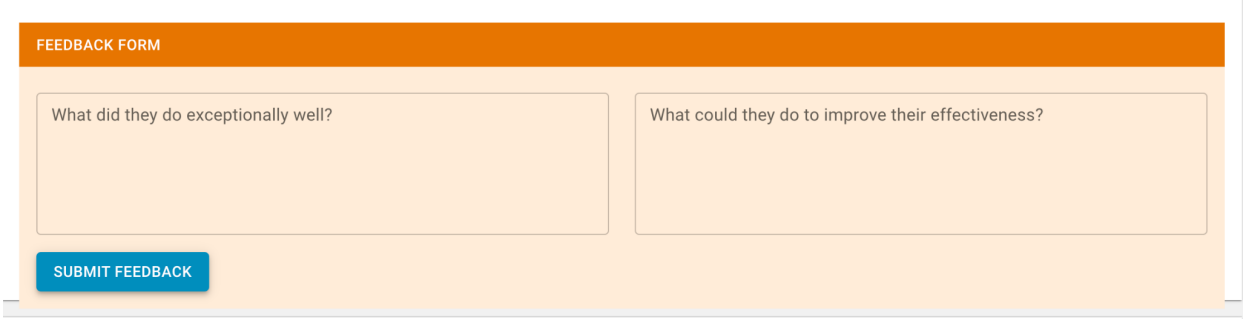
Feedback settings

The feedback settings allow you to make two modifications for feedback.

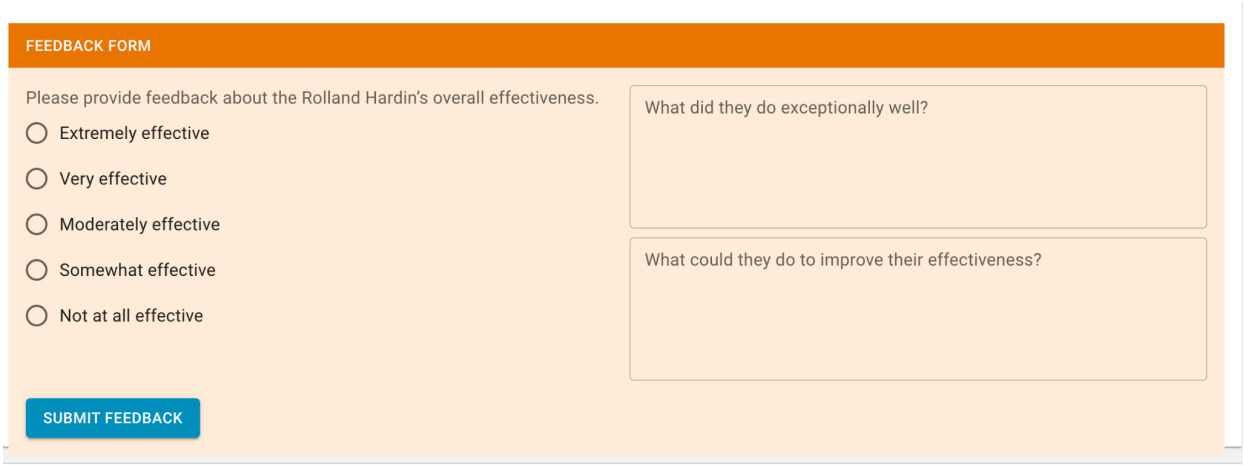
The option of moderate feedback affects when students will see their feedback. When the option **is not** selected, students will immediately see their feedback. When the option **is** selected, students will not see their feedback until their feedback is approved by either you or their section mentor.



The enable feedback effectiveness score affects whether peers leave feedback that includes an effectiveness score. When the option **is not** selected, students provide feedback with the feedback form shown below.



When the option **is** selected, students provide feedback with the feedback form below.



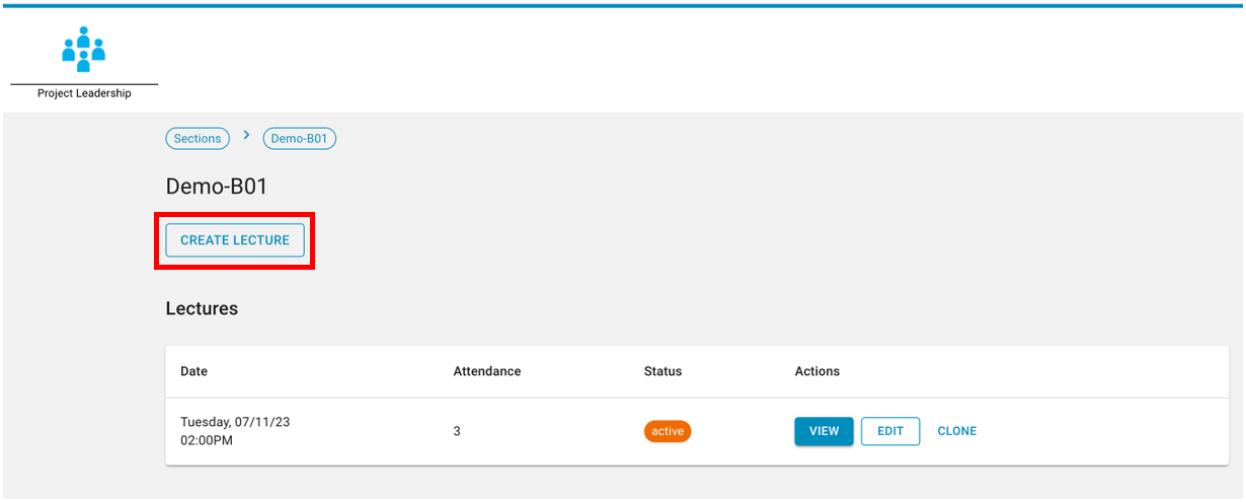
effective the student was in their role and skill. When the option is not

Creating a lecture

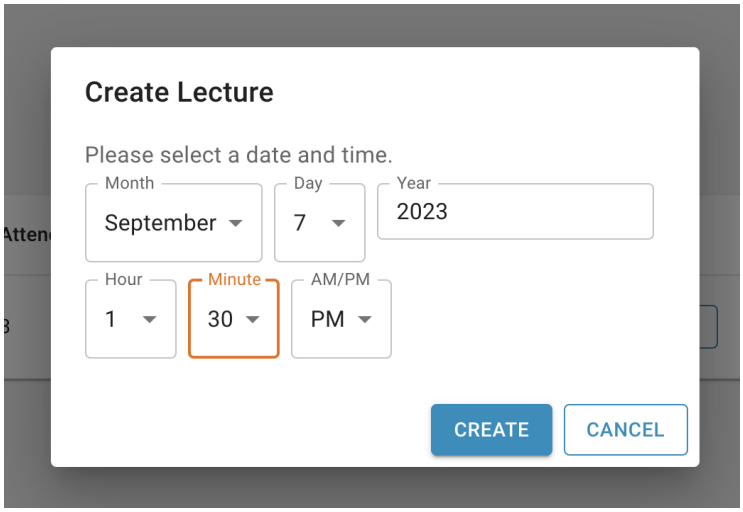
Lectures are created and managed inside each section of a course. You can arrive at the sections page in by clicking on the menu icon in the upper right-hand corner and selecting *selections*. Then select the relevant course.

A section page lists all the lectures that were created. Lectures can be created ahead of time or as needed.

To create a new lecture, first click on the “Create Lecture” button on any section card.

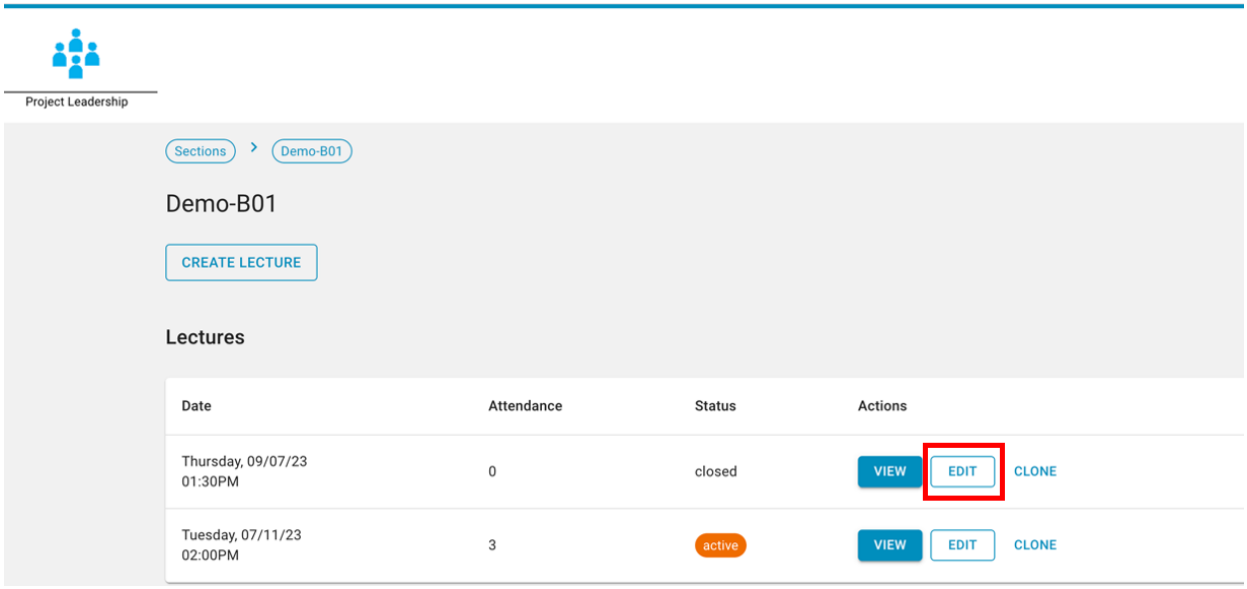


Fill out the “Create Lecture” form and click on the “Create” button to create a lecture.



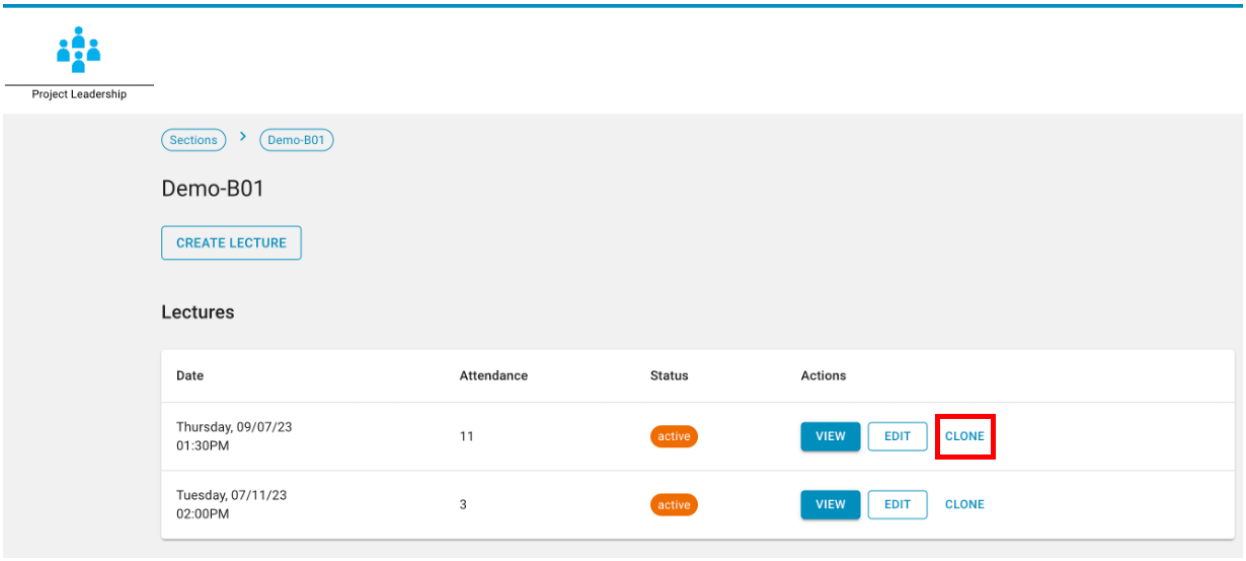
Editing a lecture

Click on the “Edit” button of a lecture to edit the time of a lecture.



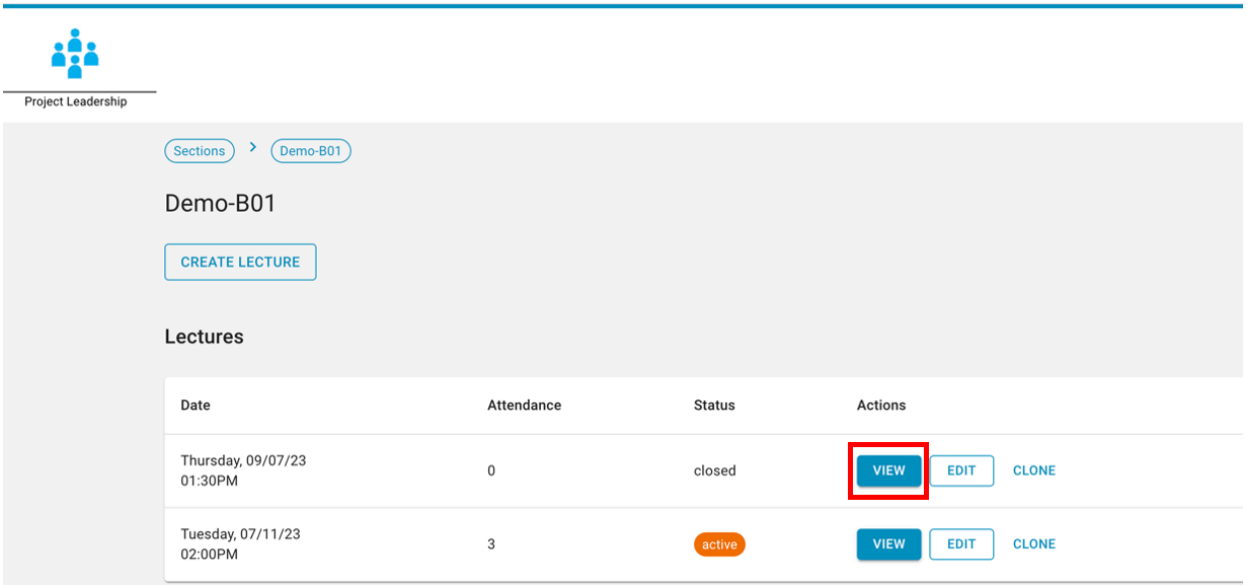
Cloning a lecture

Cloning a lecture allows you to copy the settings of one lecture date to another lecture date. This option is great when you want to copy the group names from a previous lecture to a new lecture. To clone a lecture select the “Clone” button.

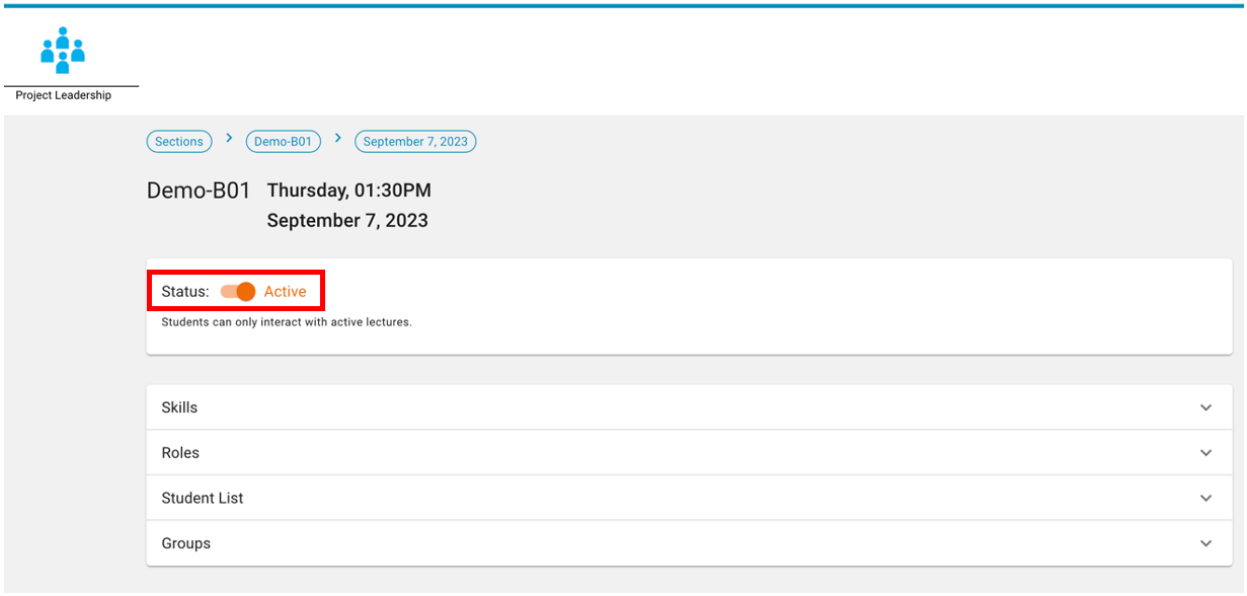


Viewing and managing a lecture

Viewing a lecture allows you to manage each section by creating groups, opening the lecture to students, and reviewing student feedback. To view a specific lecture, click on the corresponding “View” button.

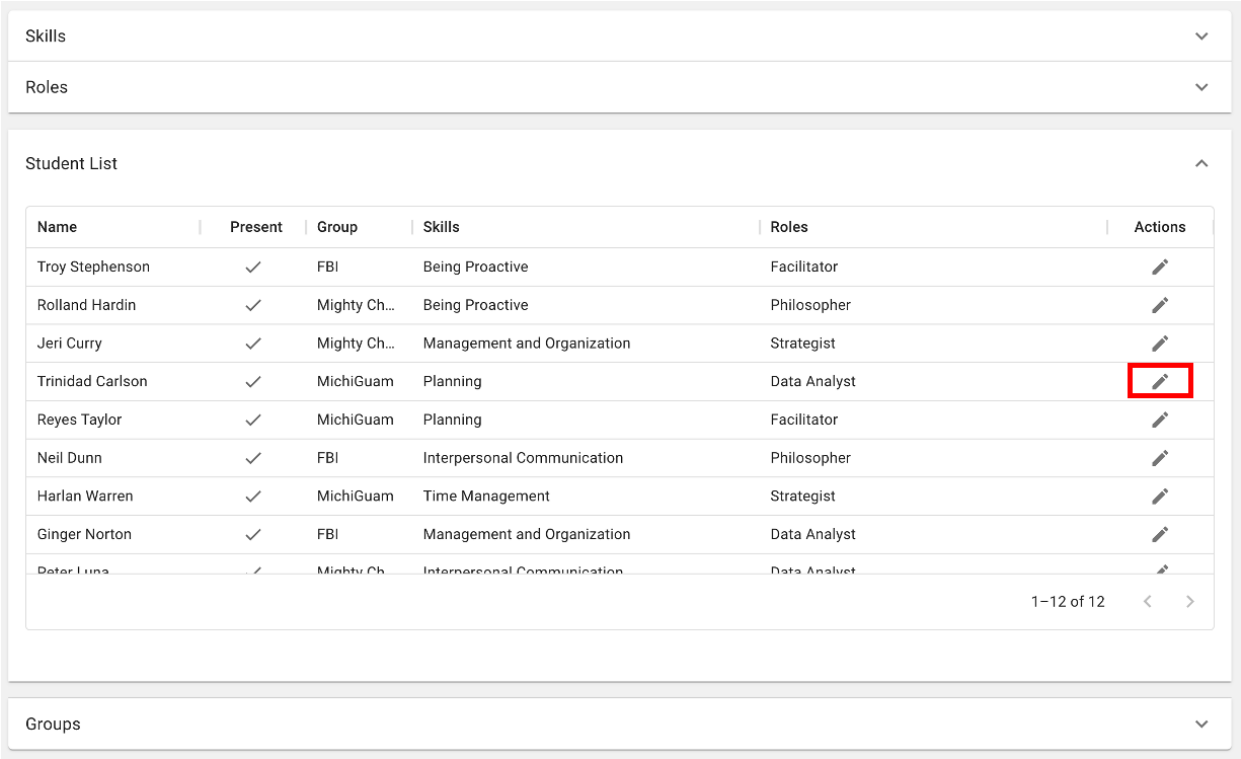


Lectures have a status toggle. Students are only able to interact with a lecture, for example, join a group or send feedback, if the lecture status is active. Make sure to make the lecture active for students to join.



Managing students

The lecture page has a “Student List” item that can be expanded or collapsed by clicking on the text. Once expanded, the professor is able to move or assign students to groups with specific skills and roles. However, you can also manage the groups so that students can enter the groups on their own.



Managing groups

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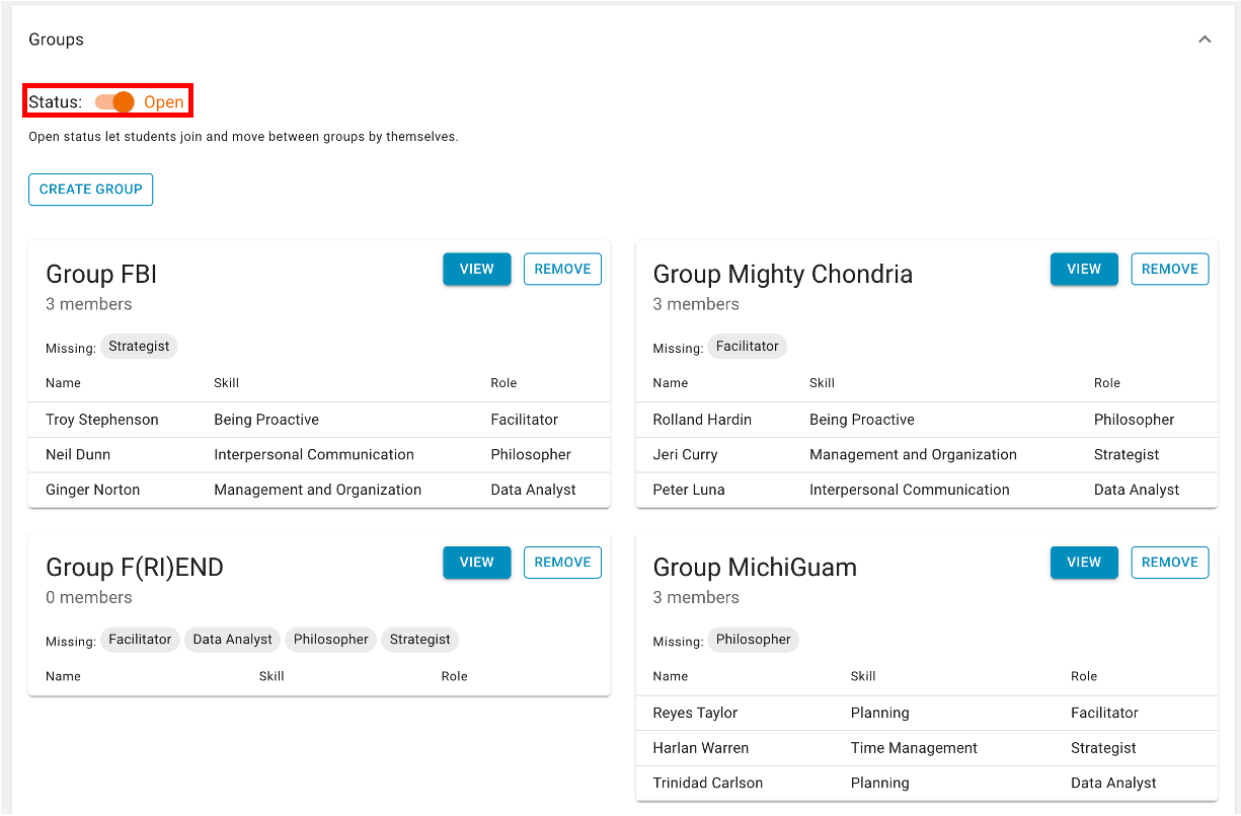
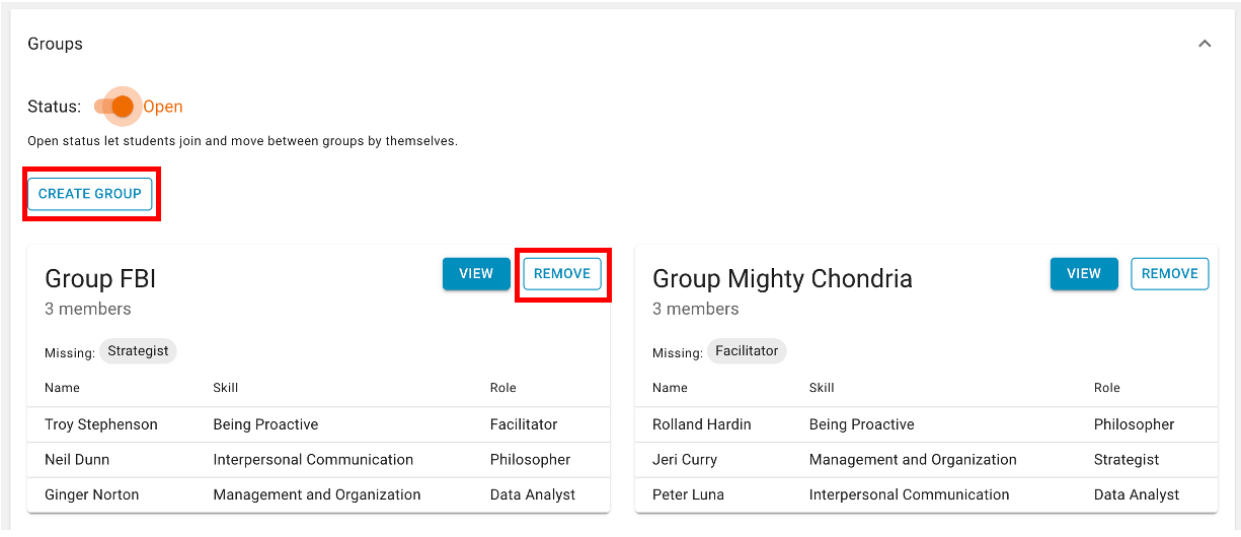
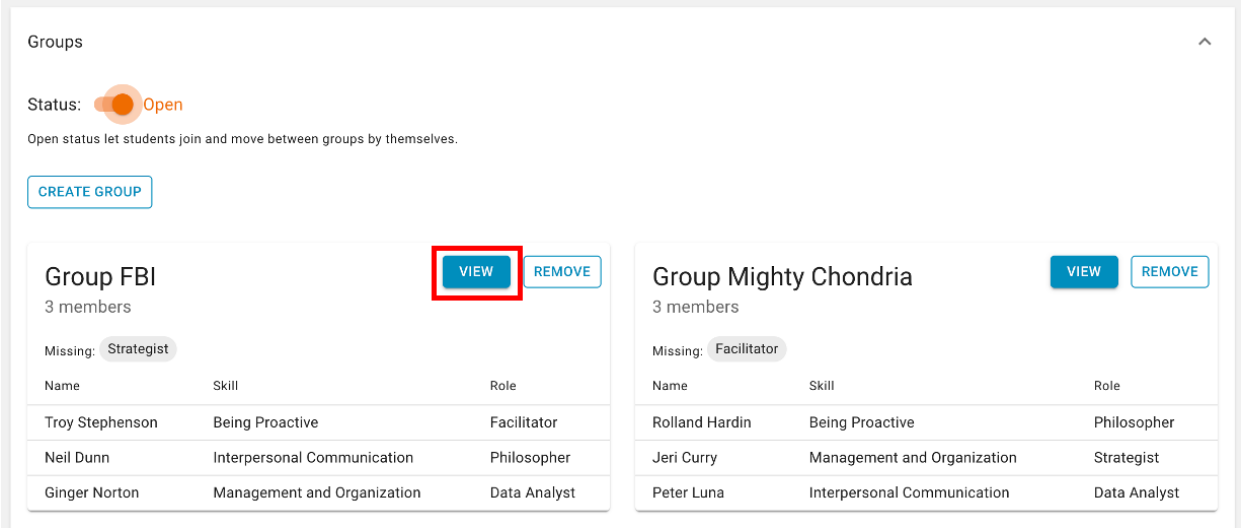


Groups can be created by clicking on the “Create Group” button, and can be removed by clicking on the “Remove” button on the group card.

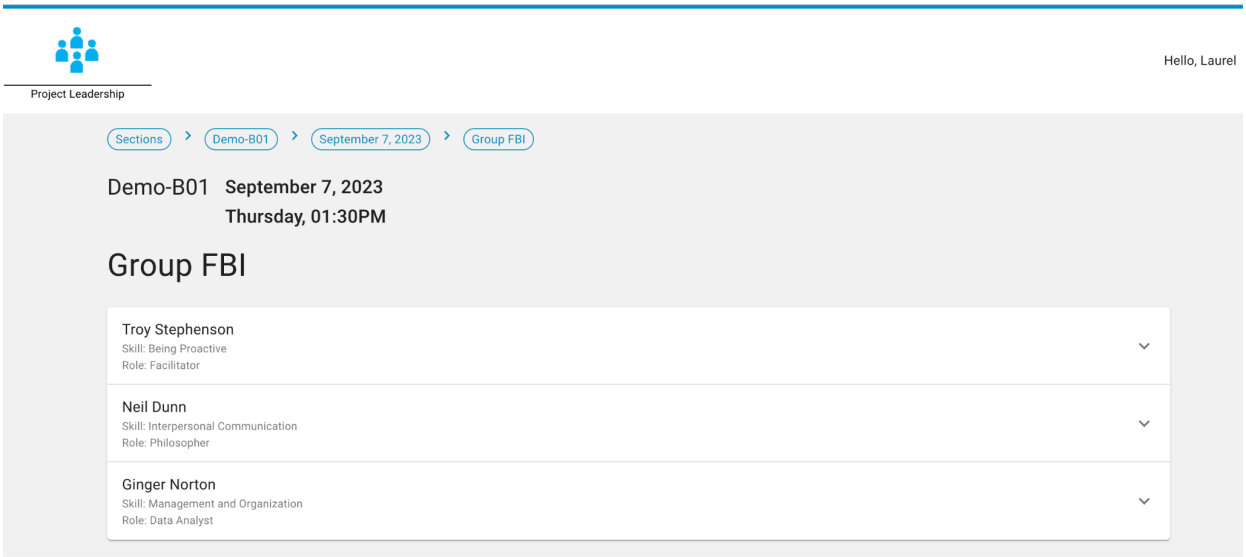


Viewing student feedback

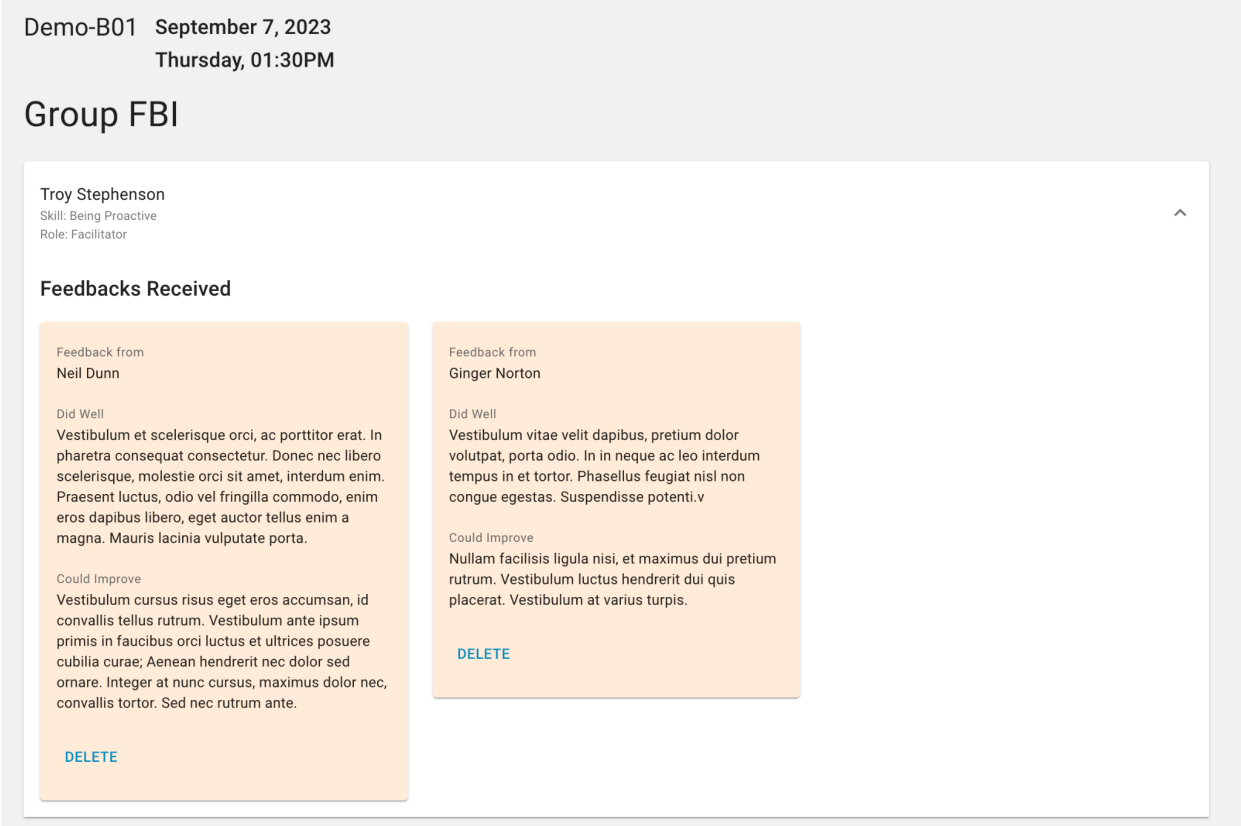
You can view student feedback by group. To select a specific group, click on the “View” button.



The group page lists all the members of the group. Each item can be expanded or collapsed by clicking on the item text.



Once expanded, the feedback received by the student will be displayed.

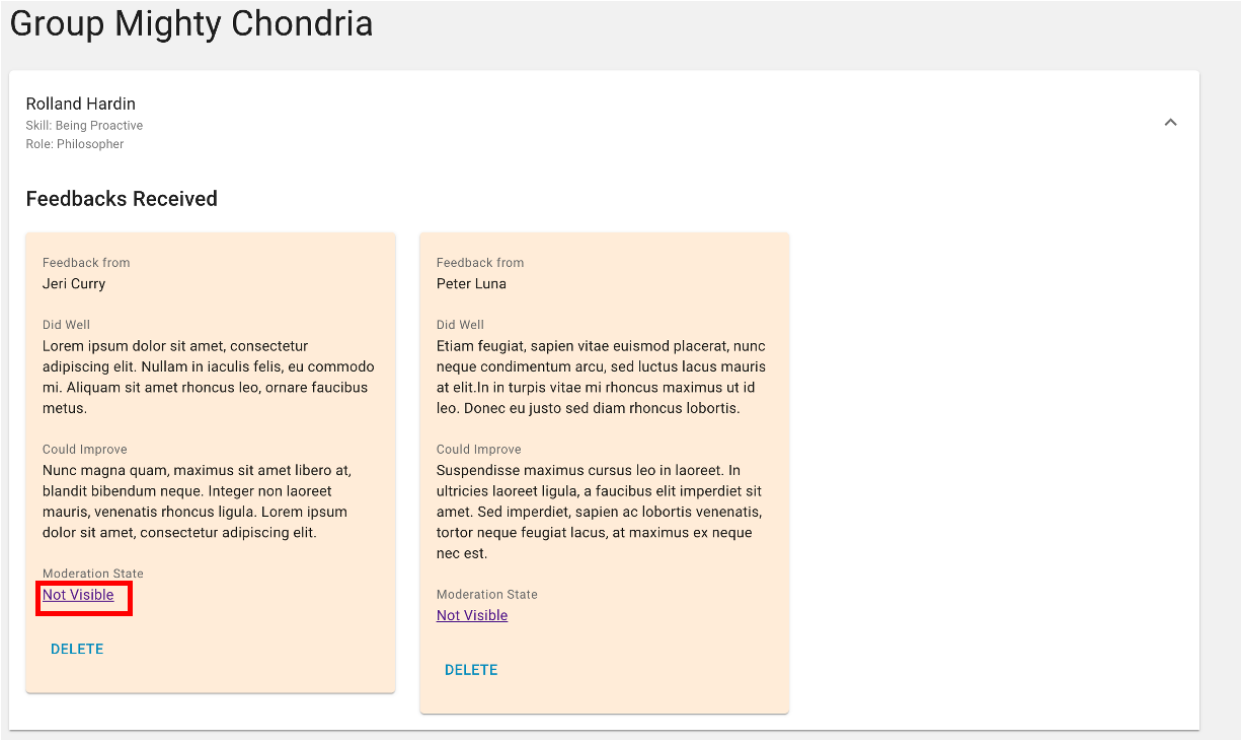


While instructors can see the name of students who provided each feedback, the names are not present from the student view.

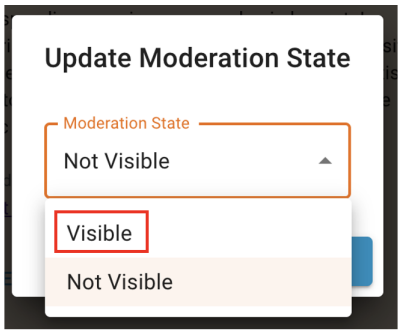
If needed, you have the option to delete feedback.

Approving student feedback

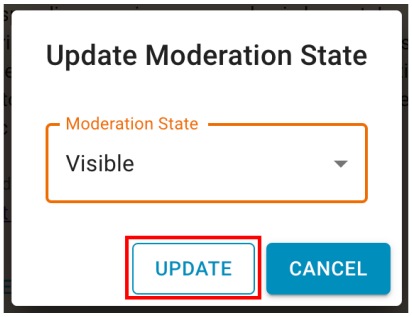
If you have enabled moderating feedback, then feedback will need to be approved (marked visible) before students can view their feedback. To approve feedback, click “Not Visible.”



From the drop-down menu, select “Visible.”



Finally, select, “Update.”

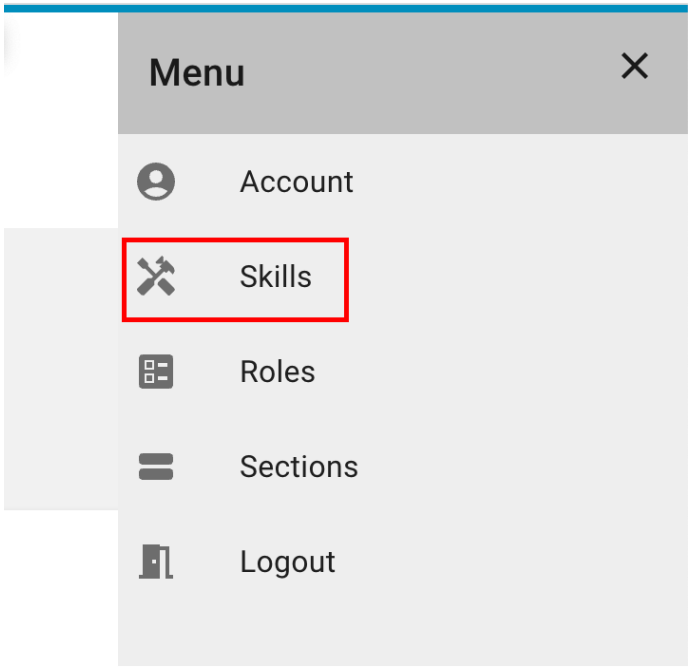


When the moderate feedback option is selected, you will need to approve each student's feedback.

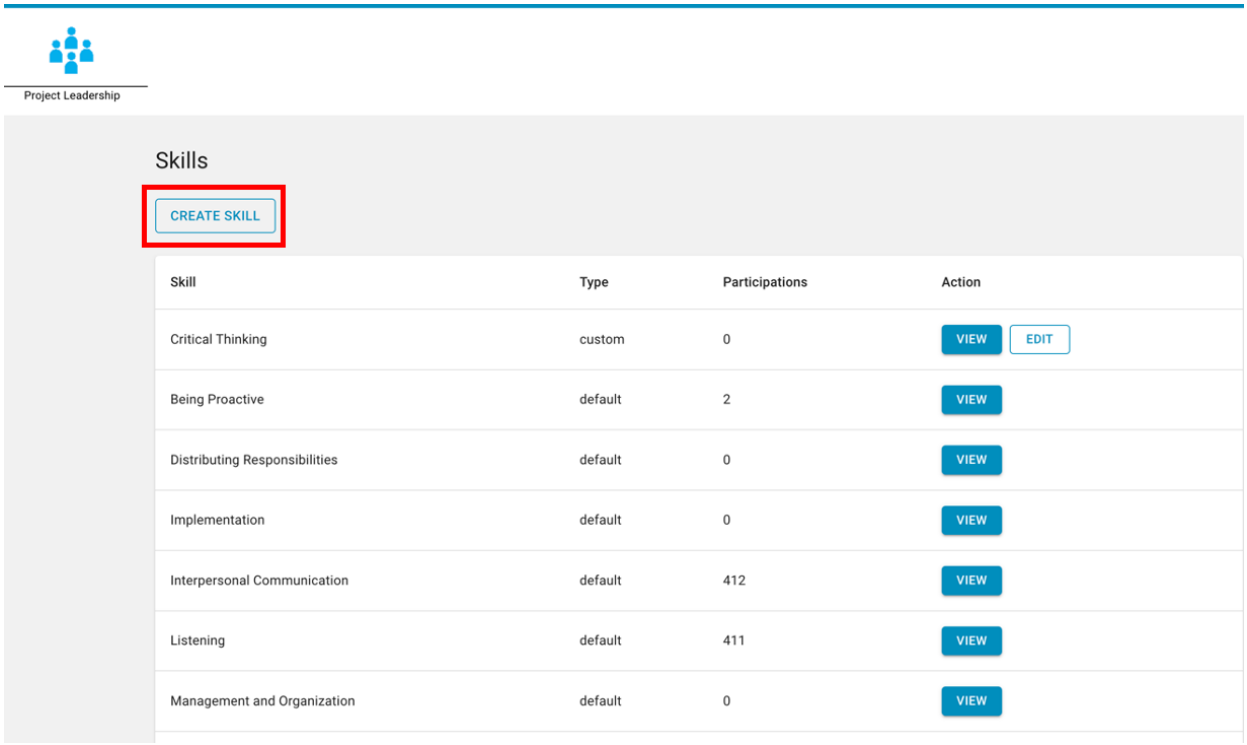
Creating a custom skill

The Project Leadership App comes with default skills ready to be used. However, additional skills, also known as custom skills, can be created through the app.

To create a custom skill, click on the menu icon (three lines) on the top right corner, and then click on skills.



The skills page will list all available skills. To create a new custom skill click on “Create Skill”.



Use the Create Skill form to create a custom skill.

Creating a custom role

The process of using and creating roles is analogous to skills. The Project Leadership App comes with default roles ready to be used. New custom roles can be created and used the same way as skills. One way that you may want to adapt roles is to include which roles are particularly helpful for developing which skills.

Mentor App

You'll use the Mentor side of the Project Leadership App to help manage a course that you are assigned to. Mentors are typically co-instructors of a course or teaching assistants. As a mentor, you will be able help the course instructor create lectures and create groups.

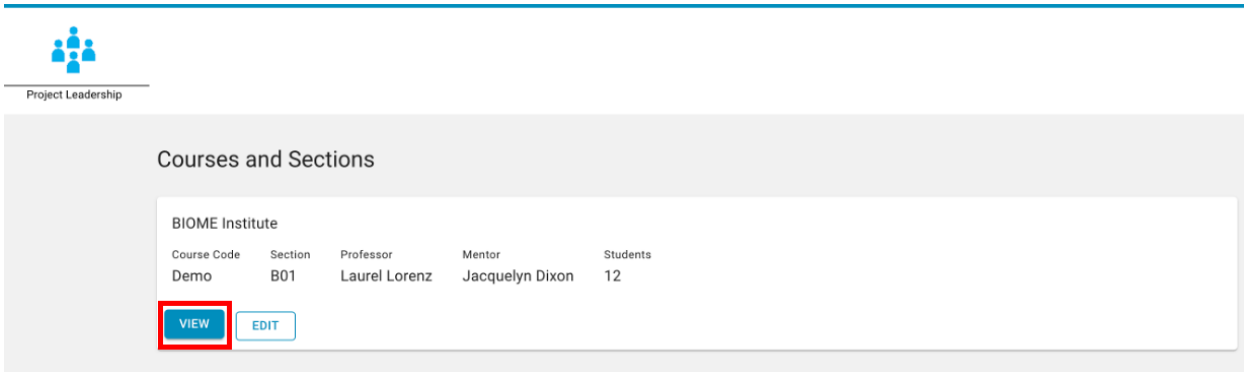
Within each course section there are lectures that you can create and manage. Lectures refer to each date that students will select a particular role and skill to focus on.

Creating a lecture

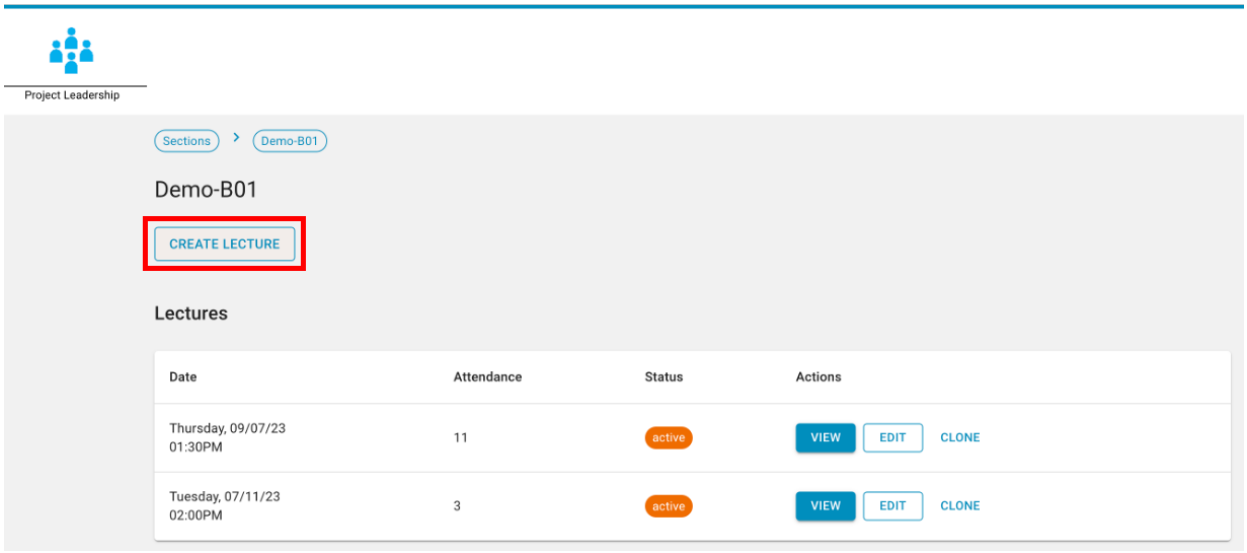
Lectures are created from the Courses and Sections page. Lectures can be created ahead of time or as needed.

If you are not already on the Courses and Sections page, you can arrive at this Courses and Sections page by clicking on the Project Leadership Icon in the upper left-hand corner.

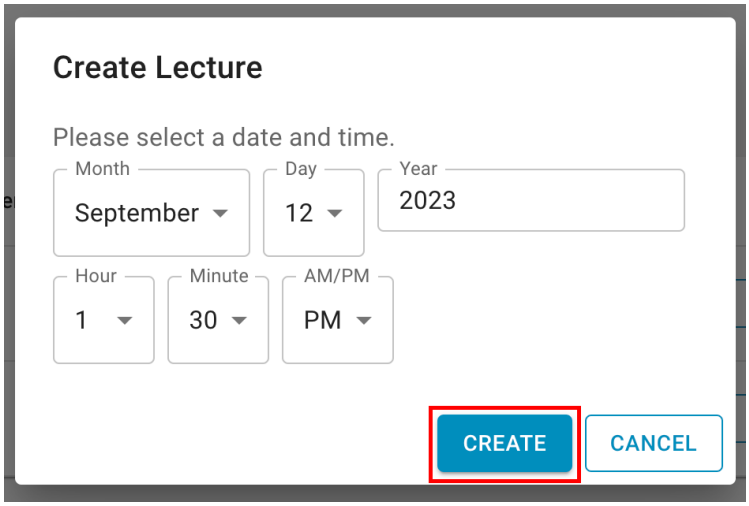
To create a lecture, first select the “View” button.

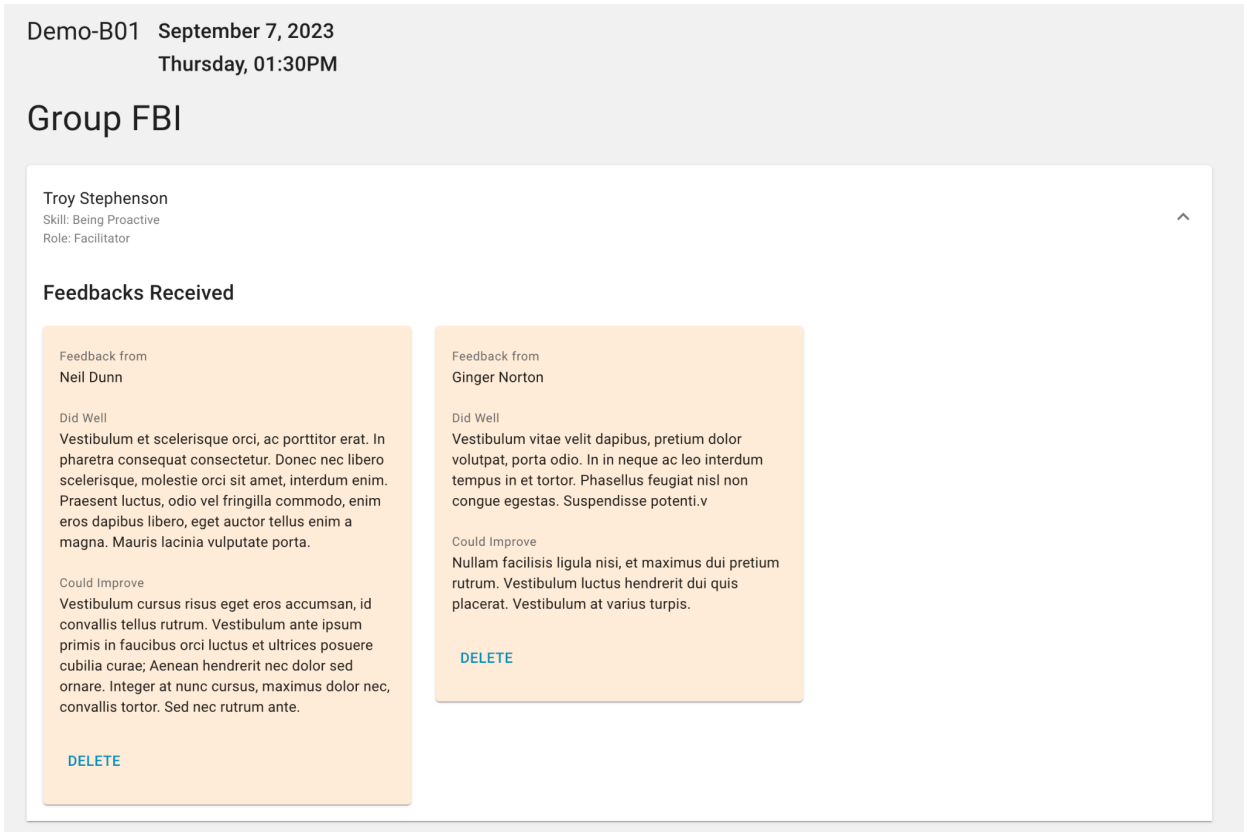


Next, click on the “Create Lecture” button.



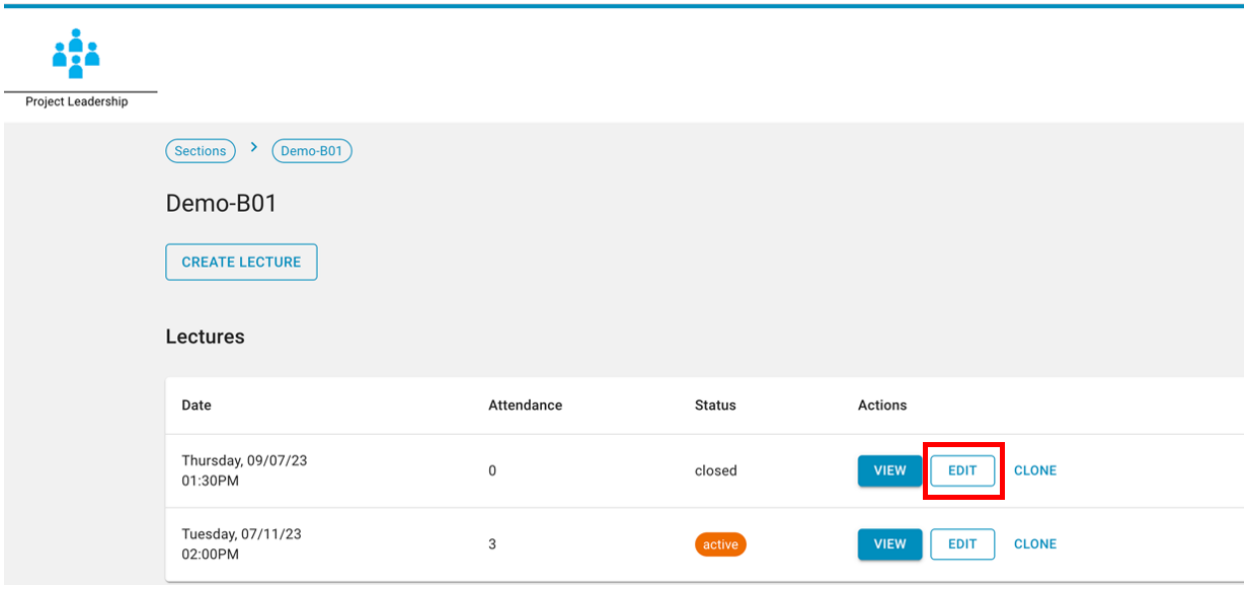
Fill out the “Create Lecture” form and click on the “Create” button to create a lecture.





Editing a lecture

You can edit the time of a lecture by clicking on the “Edit” button.



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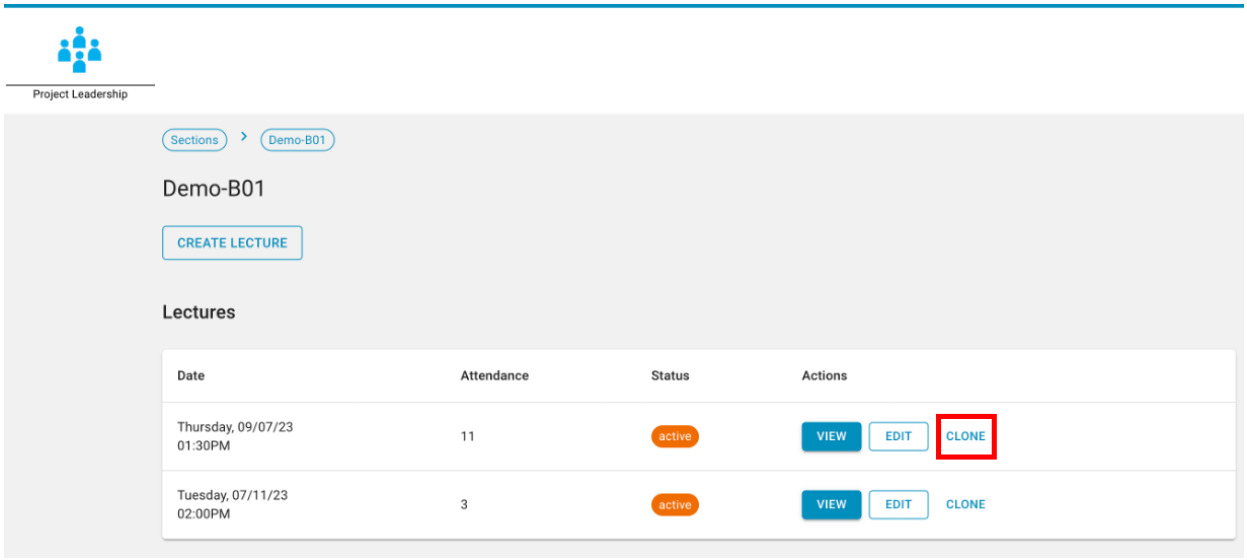

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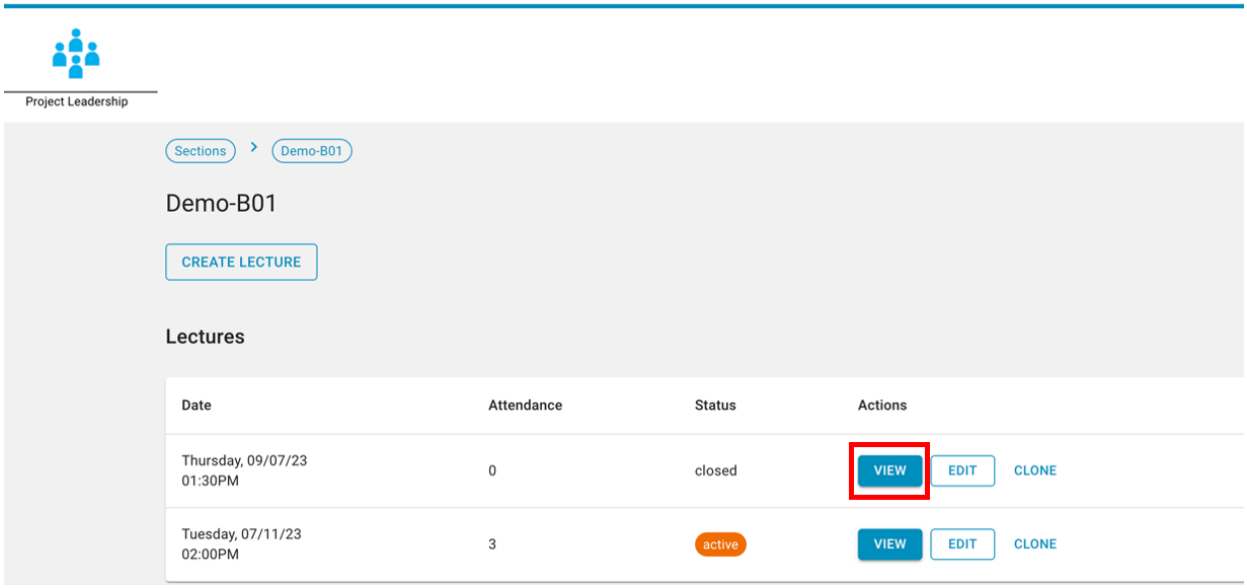

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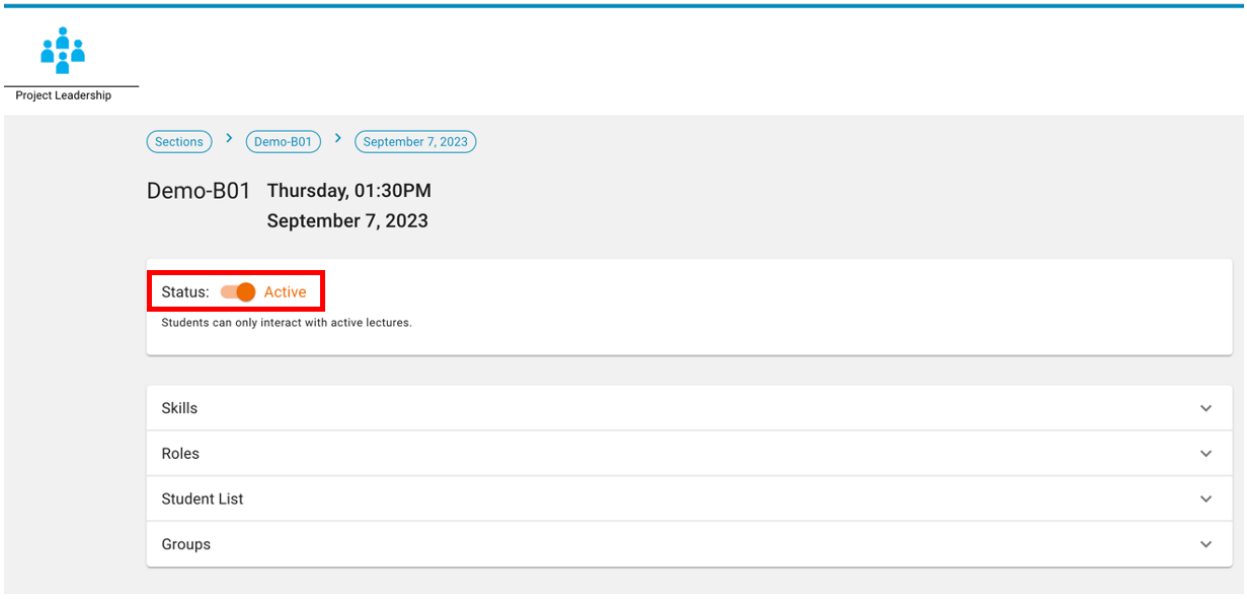

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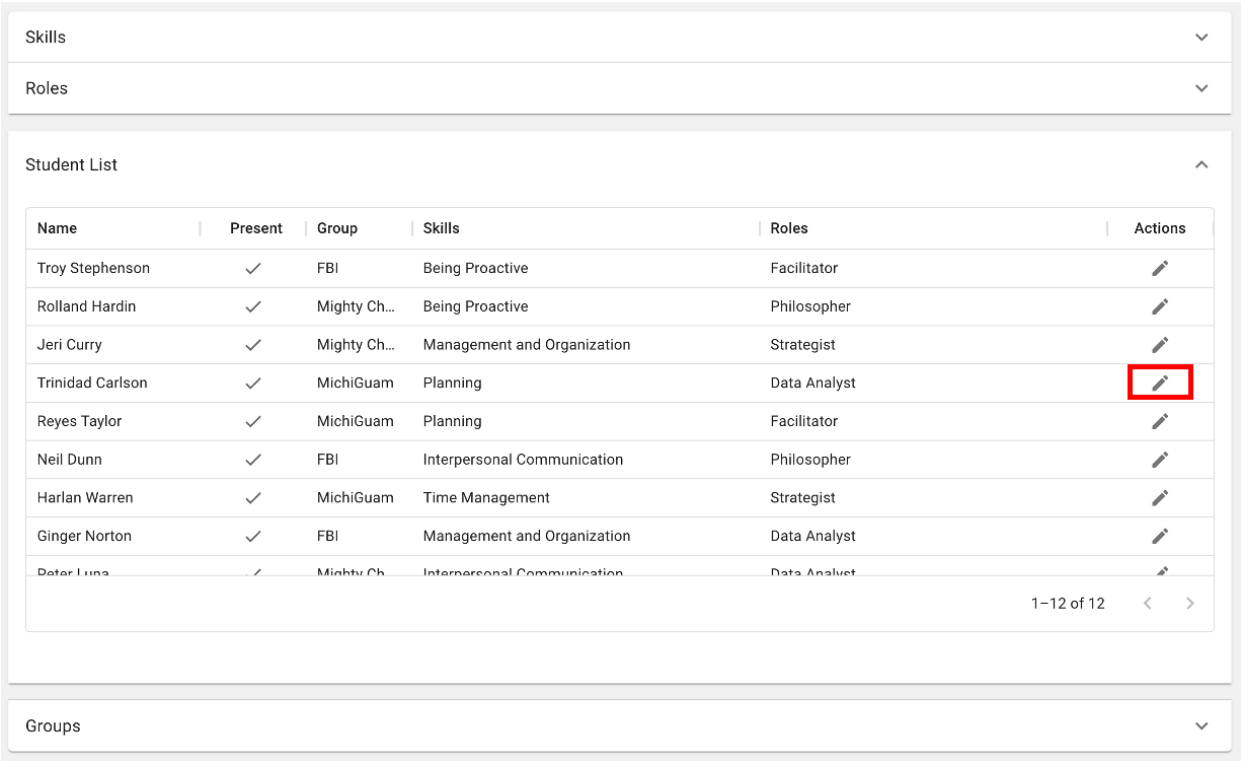
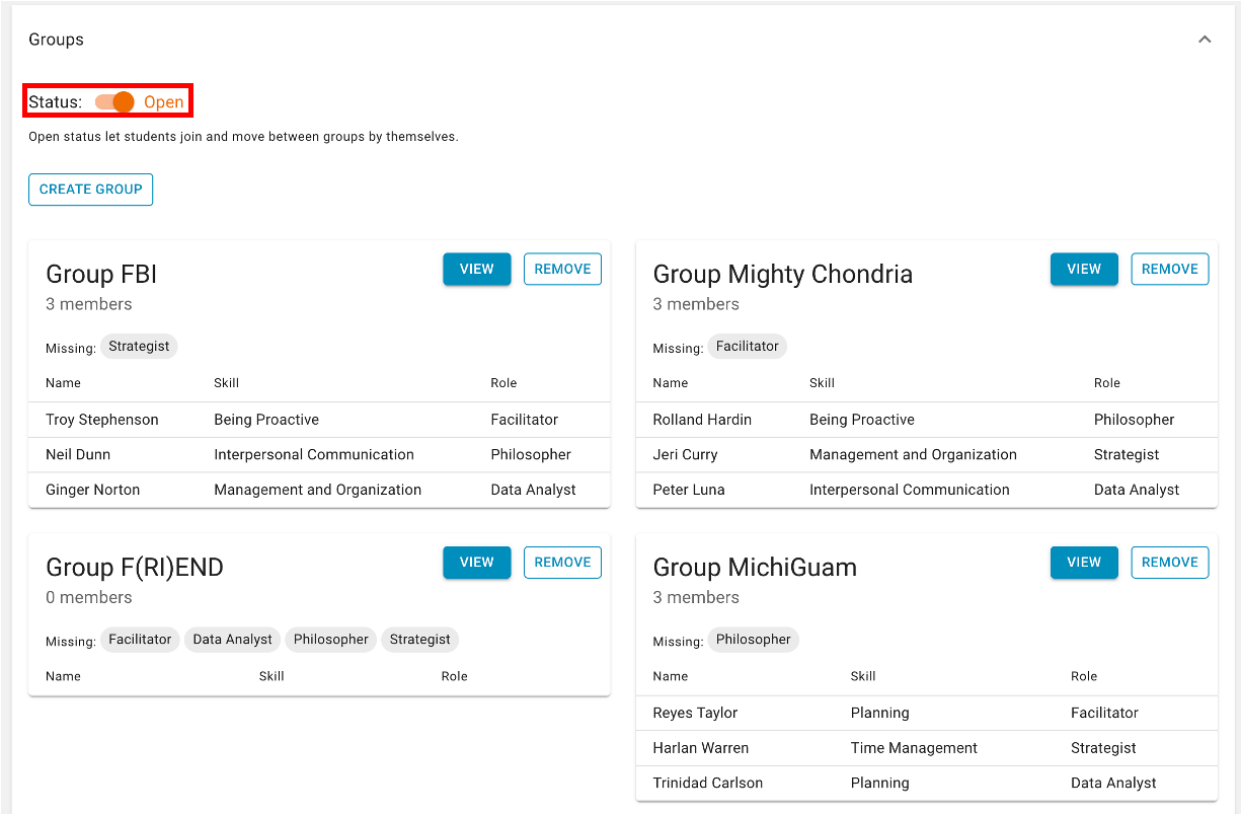
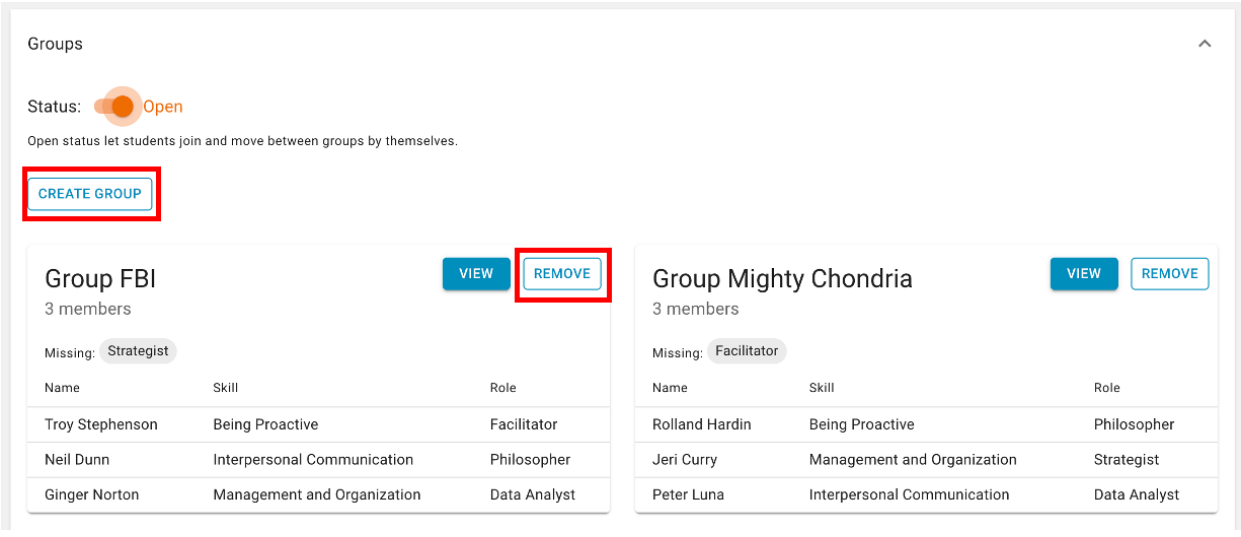


Managing groups

Students are able to move and choose skills and roles themselves when the Group Status is set to “Open”. Otherwise, only professors and mentors are able to move students between groups.

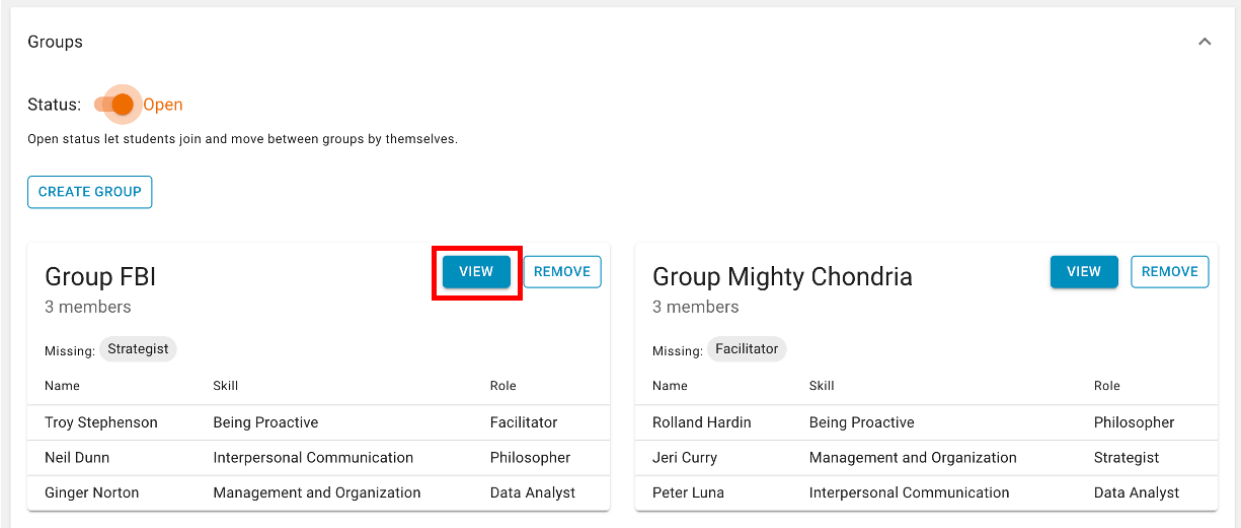


Groups can be created by clicking on the “Create Group” button, and can be removed by clicking on the “Remove” button on the group card.

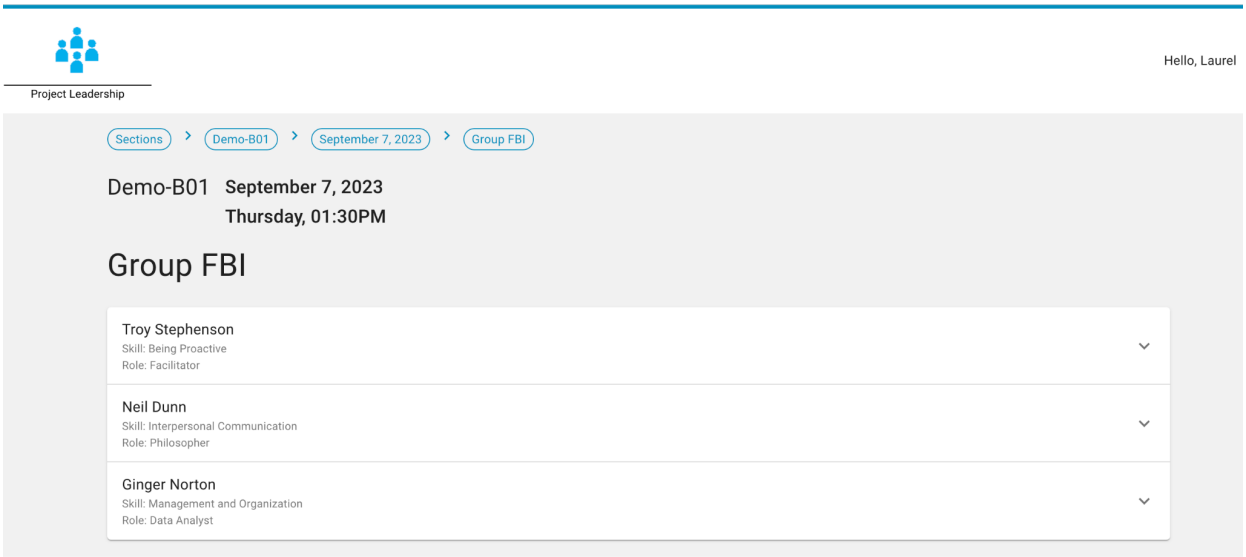


Viewing student feedback

You can view student feedback by group. To select a specific group, click on the “View” button.



The group page lists all the members of the group. Each item can be expanded or collapsed by clicking on the item text.



Once expanded, the feedback received by the student will be displayed.

While mentors can see the name of students who provided each feedback, the names are not present from the student view.

If needed, you have the option to delete feedback.

Student App

When a student uses Project Leadership, they are able to select a role and skill to focus on for each lecture period. Instructions for students are shared through an in-class introduction or Video introduction. A general production Video will be available soon.