



Britannica[®] Project-Based Learning



Evaluation and Submission Guidelines

For Educators

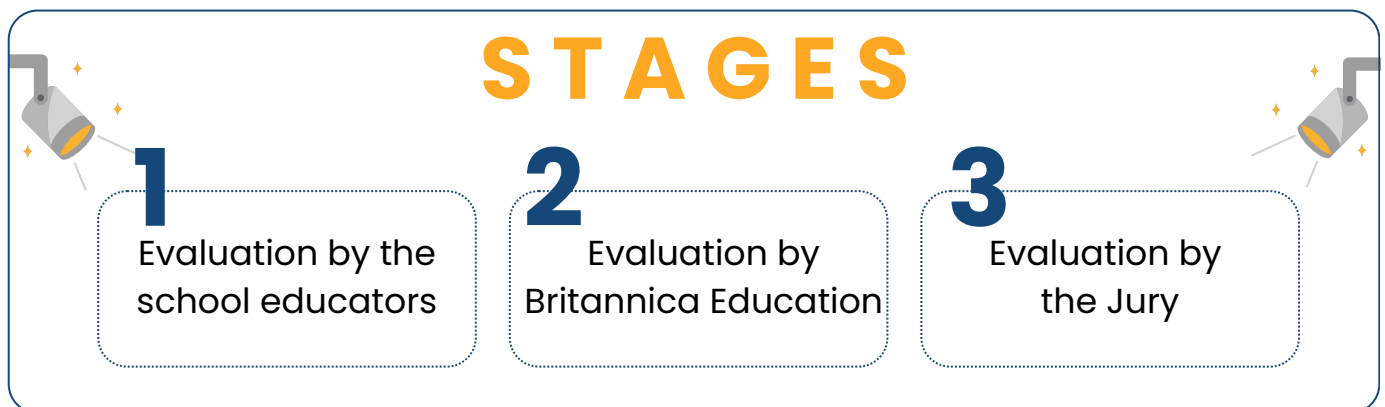




"Congratulations!"

You have helped your learners complete the first project in the **Project-Based Learning** program, and it has made a meaningful contribution to their overall project experience.

- The process has helped you develop skills such as research, creativity, critical thinking, teamwork, and communication in your learners.
- As the next step, these projects will undergo evaluation, after which they will be ready for the national-level event.



School Evaluation - Stage 1

- Teachers need to evaluate the projects that have been submitted by the learners. They must use the rubrics available in the **PBL Navigation Guide**.
- After evaluating the projects, educators must provide feedback to groups, helping them gain better insight into their collaboration and overall effort.
- Please note that every student will be honored with a digital **Certificate of Appreciation**, celebrating their effort, creativity, and team spirit.

Project Submission for Stage 2

- All projects are unique and reflect the effort, creativity, and teamwork of the learners who worked on them. However, only finalized projects from each school will move to the next stage of evaluation. Schools need to send us entries under the following categories:

Young Savants

This category is for projects from grades 3 to 5.

Intermediate Doyens

This category is for projects from grades 6 to 8.

Senior-School Mavens

This category is for projects from grades 9 to 12.

- Every school will submit **2 projects in each grade** under each category, resulting in a total of **20 projects per school**.

Required Submissions

The school needs to submit a scanned copy of the *Design Thinker's Journal* for each selected projects. The following should be included in every journal:

- The title page. It should have the following details:
 - Name of the school
 - Name of the category and the grade
 - Name of the theme
 - Name of the project
- Photos/videos of learners during the different stages of the project.
- Video recordings of the working prototype. Please ensure that the length of the video does not exceed 3 minutes and its size does not exceed 20 MB.
- Video recording of the learners in the project culmination event(s). Please ensure that the length of the video does not exceed 5 minutes and its size does not exceed 20 MB.

- Once these components are in place, the *Design Thinker's Journal* is complete and ready to be uploaded. Along with the photos and the videos, add it to a zipped folder (not exceeding 100 MB). Follow this naming convention for your folder:

<Grade>_<School>_<Theme Abbreviation>_<Project Number>

Example: G3_ABC Public School_EVT_P1

Abbreviations for different themes are given in the table.

Theme	Naming Abbreviations
Environment	EVT
Entrepreneurship	ENP
Social Emotional Learning	SEL
Cultural Development	CLD
Vocational Learning	VOL
AI and Robotics	AIR

Steps of Project Submission for Stage 2

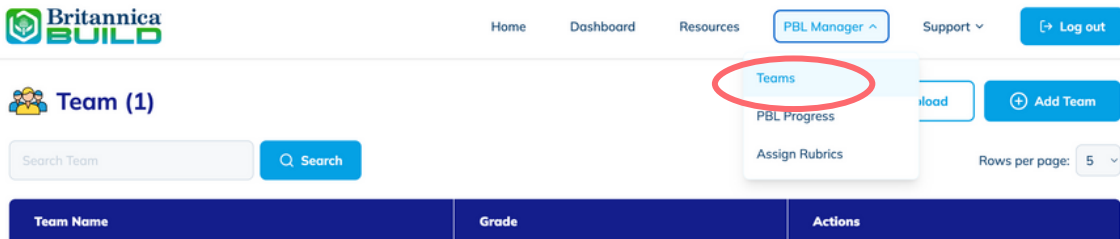
Every project must be submitted through Britannica Build.

Creating Teams

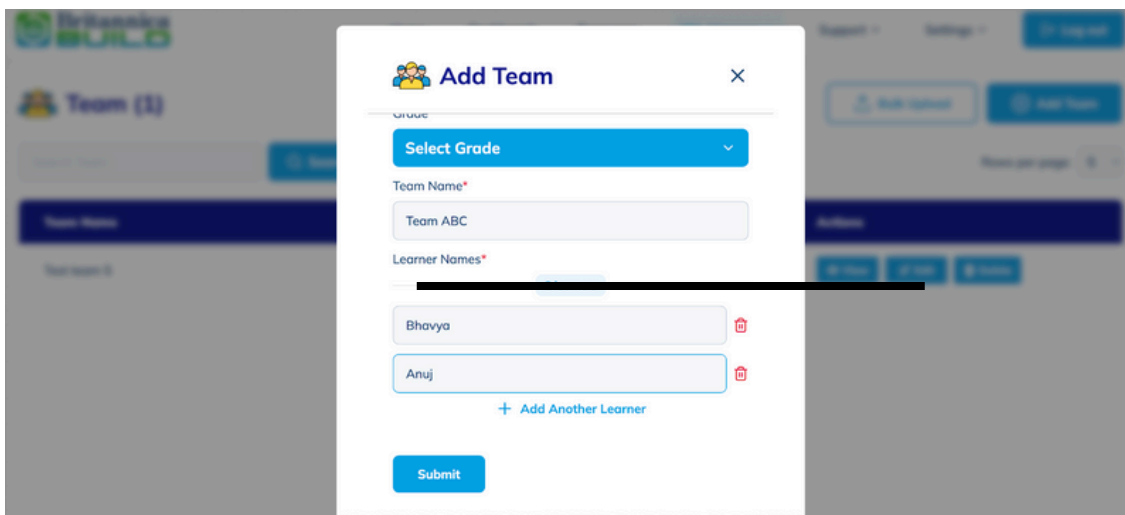
There are two methods to create the teams.

Method 1: Creating Teams Through Individual Entries

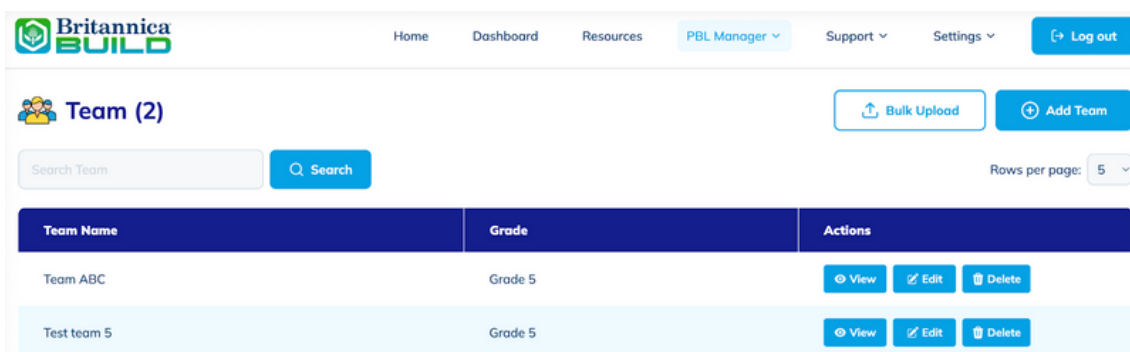
1. Log in to the Educator's Britannica Build account.
2. Click the 'PBL Manager' option in the menu bar and select 'Teams' from the dropdown.



3. Click the 'Add Team' option. In the pop-up window, select 'Grade'.



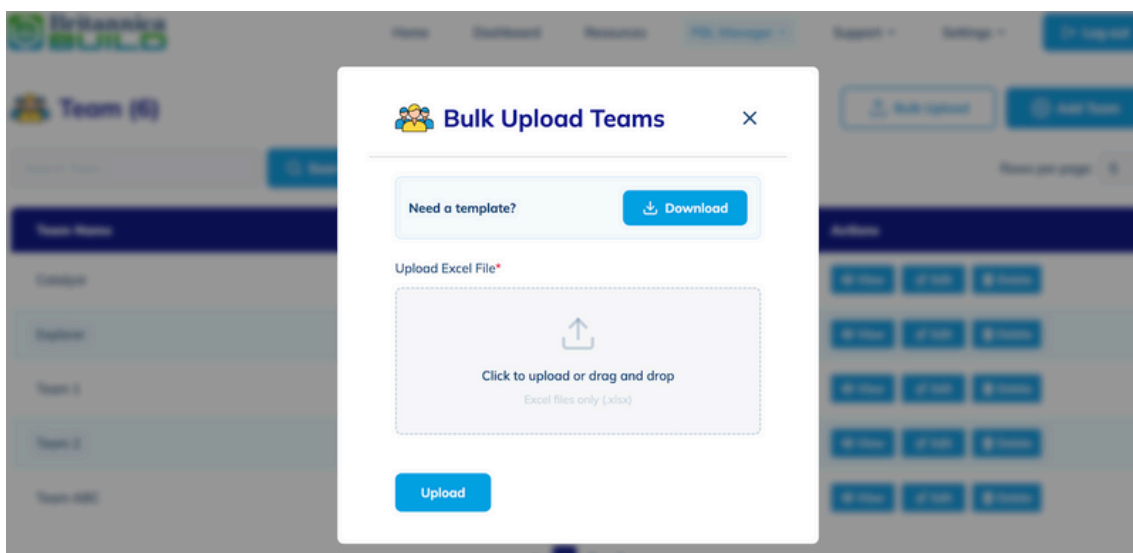
4. Enter the team name and the names of each member. Click the 'Submit' button once all the members' names have been entered.
5. The created team will appear in the list. View, edit, or delete the team using the respective options.



Method 2: Team Creation Through Bulk Upload

You can also use 'Bulk Upload' to add details of all learners in one go.

1. After step 2 from Method 1, select 'Bulk Upload' instead of 'Add Teams'.
2. Download the template to your system.
3. Enter the Grade, Team Name, and Student Name. Remember, do not make any changes to the existing template.
4. Upload the filled Excel sheet and click on 'Upload'.

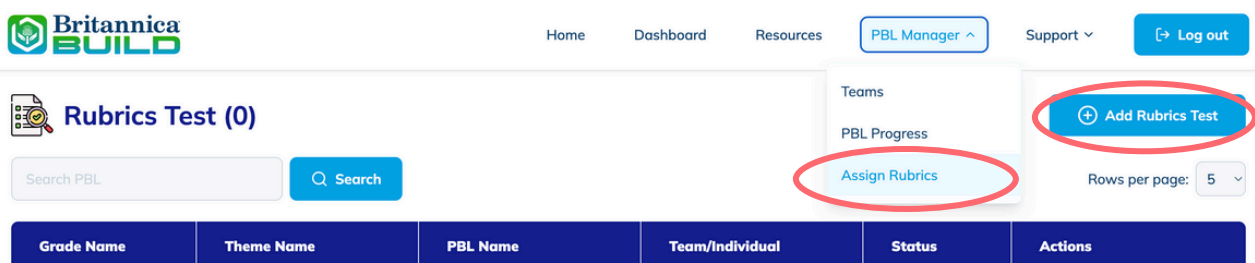


5. Your team will have every members' details entered in the team data.

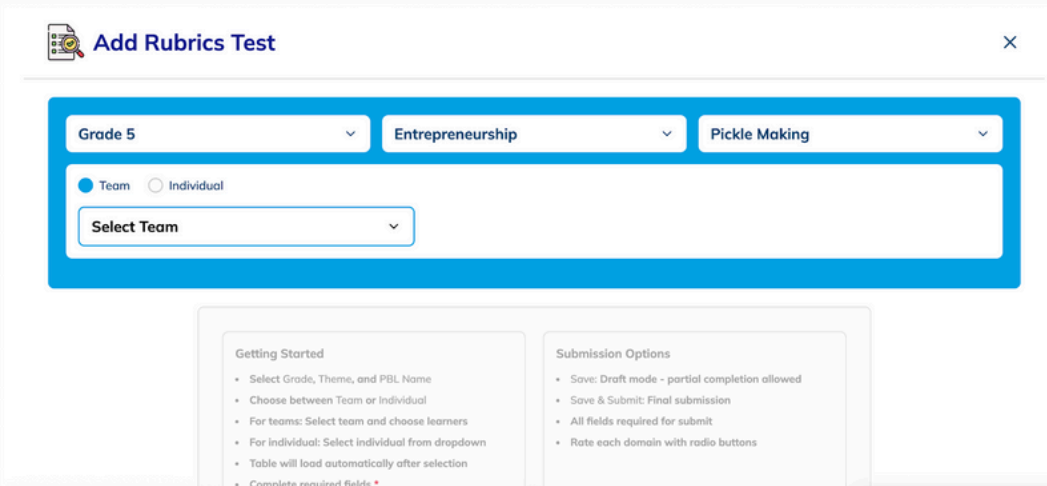
Assigning Rubrics

Team Assessment

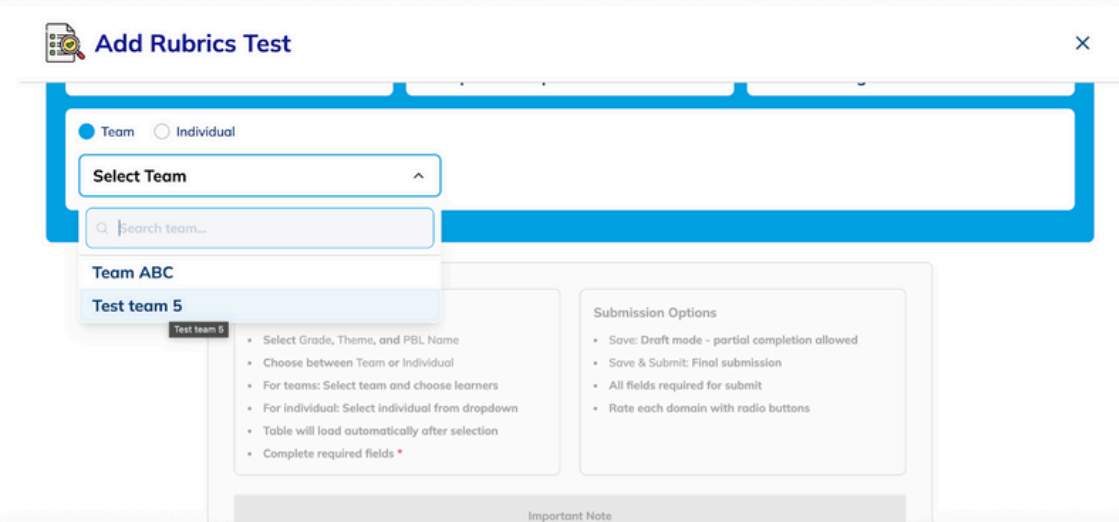
1. Select 'Assign Rubrics' from the PBL Manager option in the menu bar. Click the button 'Add Rubrics Test'.



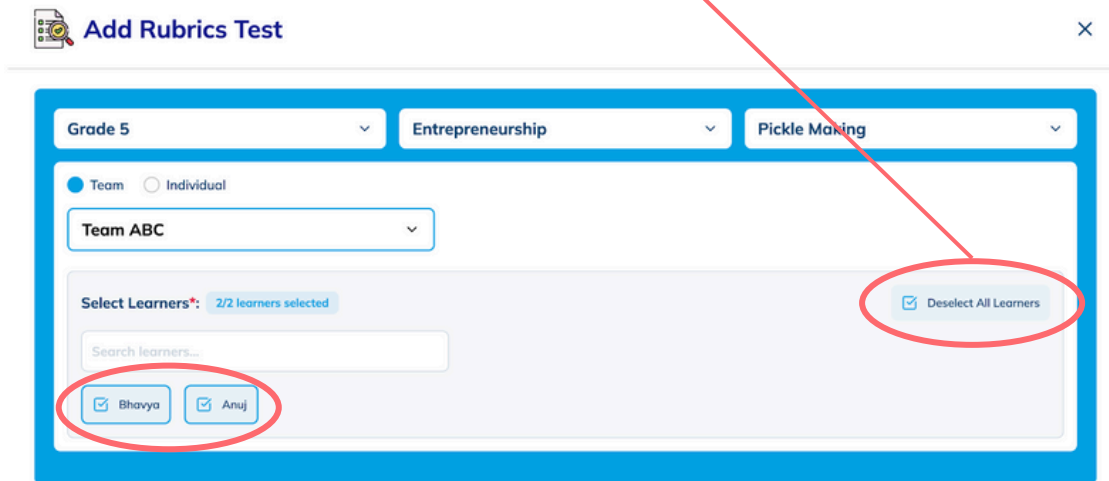
2. Select the 'Grade' and the 'Theme'. The project name will be auto-filled.




3. Select 'Team' from the dropdown for which rubrics have to be assigned.



4. Select 'All Learners' on the right-hand side of the page.




5. Scroll down to see every assessment criterion and its description. Rate the team based on their performance on a scale from Emerging to Thinking. (Note: Assessment criteria are fetched from the PBL Navigation Guide.)

 **Add Rubrics Test** ×

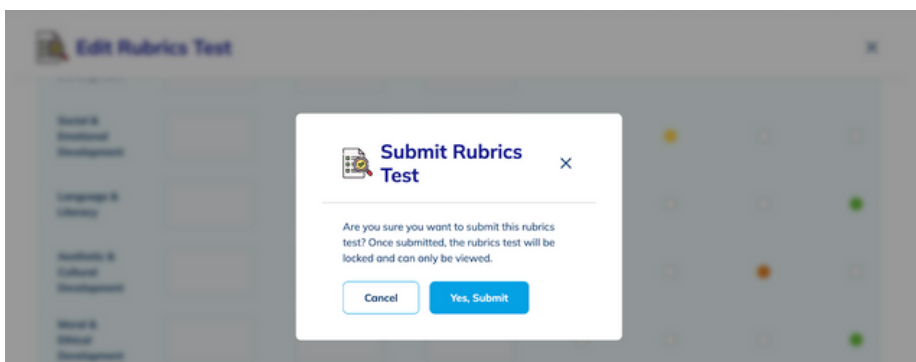
Domain	Assessment Criteria	What to Look?	C - Emerging	B - Growing	A - Developing	A+ - Thriving	Score
Cognitive Development	Demonstrates the importance of cleanliness, types of waste and	Demonstration to Junior Grade	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	2
Creativity and Innovation	Demonstrate innovative ideas of spreading awareness about	Design Thinker's Journal; Participation in th	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	3
Language and Literacy: Writing Skills	Accuracy of language and content in the posters and class	Poster; Slogan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	4
Social and Emotional	Stays sensitive to the cleanliness staff	Interview with School Staff; Plan	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1

6. Click the 'Save' button to save your assessment data and allow for changes later.

 **Add Rubrics Test** ×

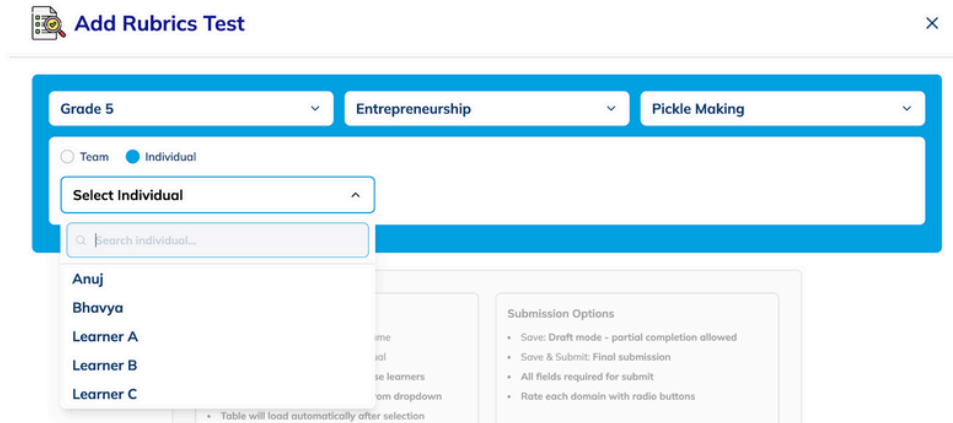
Creativity and Innovation	Demonstrate innovative ideas of spreading awareness about	Design Thinker's Journal; Participation in th	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	3
Language and Literacy: Writing Skills	Accuracy of language and content in the posters and class	Poster; Slogan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	4
Social and Emotional Learning	Stays sensitive to the cleanliness staff of the school and ensur	Interview with School Staff; Plan for Post-Clean-up Drive	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1

7. Click the 'Save and Submit' button to submit the project. (Note: You cannot edit the rubrics once the project is submitted.)



Individual Assessment

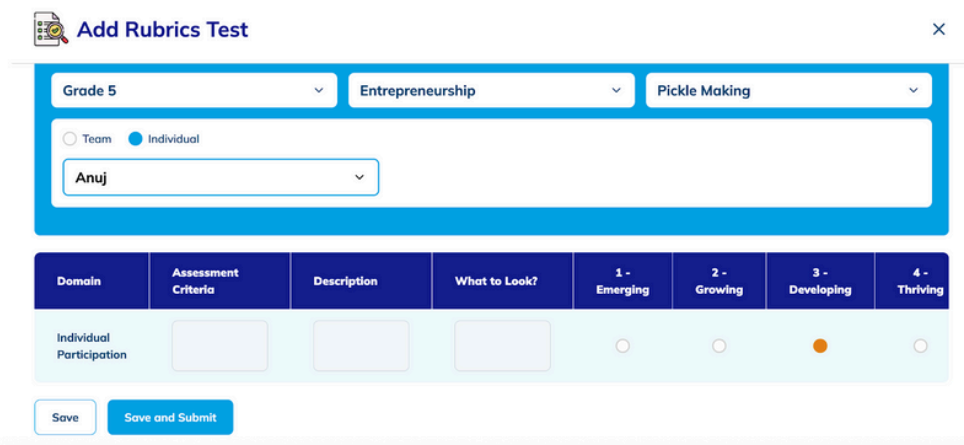
- Repeat steps 1 and 2 from Team Assessment. Then, choose 'Individual'. A list of all the learners appears in the dropdown menu. Select the individual learner for whom you want to complete the rubrics.



The screenshot shows the 'Add Rubrics Test' form with the following details:

- Grade: Grade 5
- Theme: Entrepreneurship
- PBL Name: Pickle Making
- Mode: Individual (selected)
- Dropdown menu: Select Individual
- Search field: Search individual...
- Dropdown list: Anuj, Bhavya, Learner A, Learner B, Learner C
- Submission Options:
 - Save: Draft mode - partial completion allowed
 - Save & Submit: Final submission
 - All fields required for submit
 - Rate each domain with radio buttons

- When you select an individual learner, the rubrics will appear against the name with the assessment criteria. Rate the learner based on their performance on a scale from Emerging to Thriving.

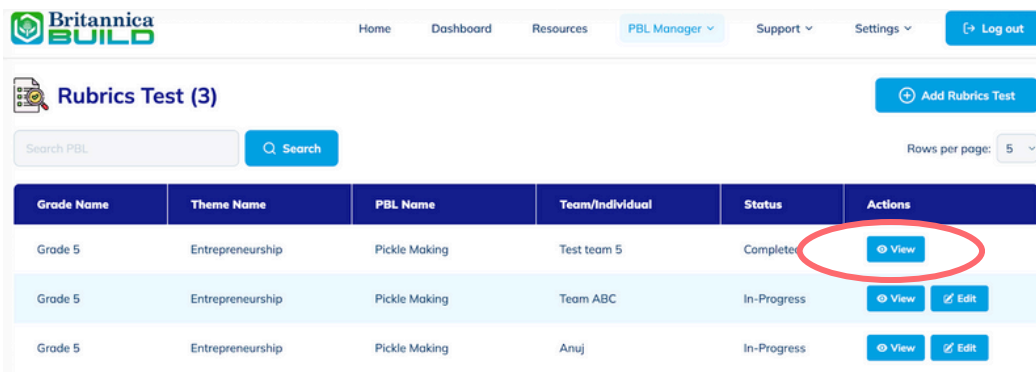


The screenshot shows the 'Add Rubrics Test' form with the following details:

- Grade: Grade 5
- Theme: Entrepreneurship
- PBL Name: Pickle Making
- Mode: Individual
- Dropdown menu: Anuj
- Table with columns: Domain, Assessment Criteria, Description, What to Look?, 1 - Emerging, 2 - Growing, 3 - Developing, 4 - Thriving
- Row: Individual Participation
- Rating: 3 - Developing (selected)
- Buttons: Save, Save and Submit

View or Download Report

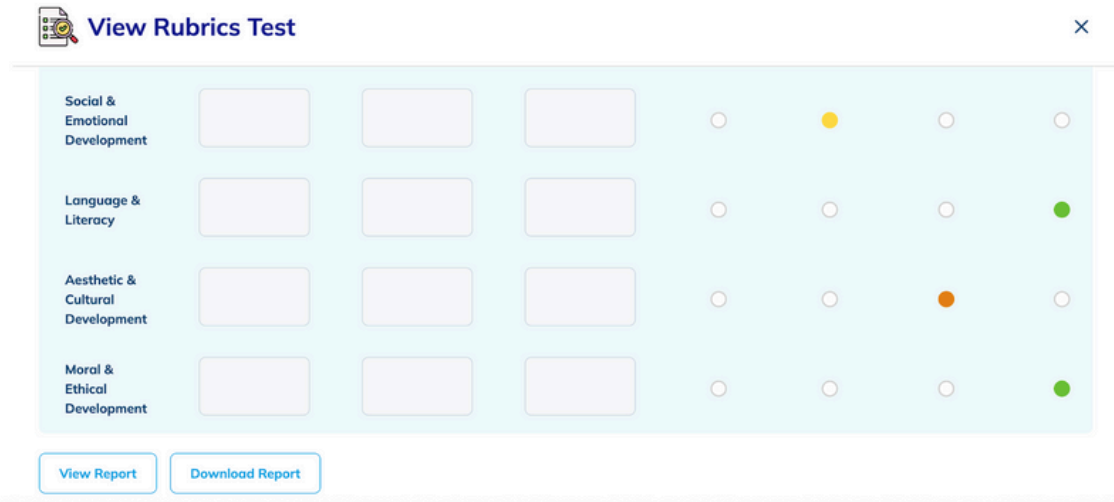
- Click 'PBL Manager' and then 'Assign Rubrics'. Select 'Team' and click the 'View' button.



The screenshot shows the 'Rubrics Test (3)' table with the following data:

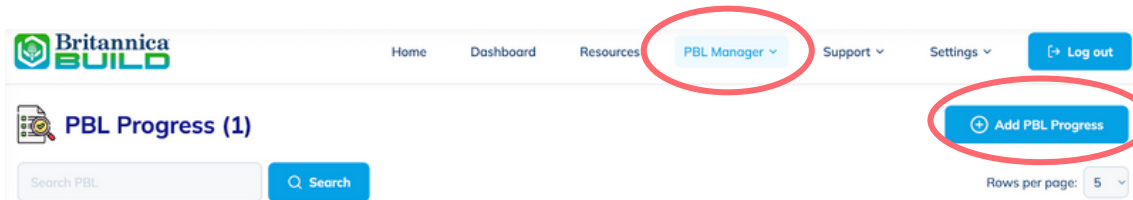
Grade Name	Theme Name	PBL Name	Team/Individual	Status	Actions
Grade 5	Entrepreneurship	Pickle Making	Test team 5	Completed	View
Grade 5	Entrepreneurship	Pickle Making	Team ABC	In-Progress	View Edit
Grade 5	Entrepreneurship	Pickle Making	Anuj	In-Progress	View Edit

2. Scroll down and go to 'View Report' to check the performance of the team.
3. Click 'Download Report' to save the report as a PDF to your system.

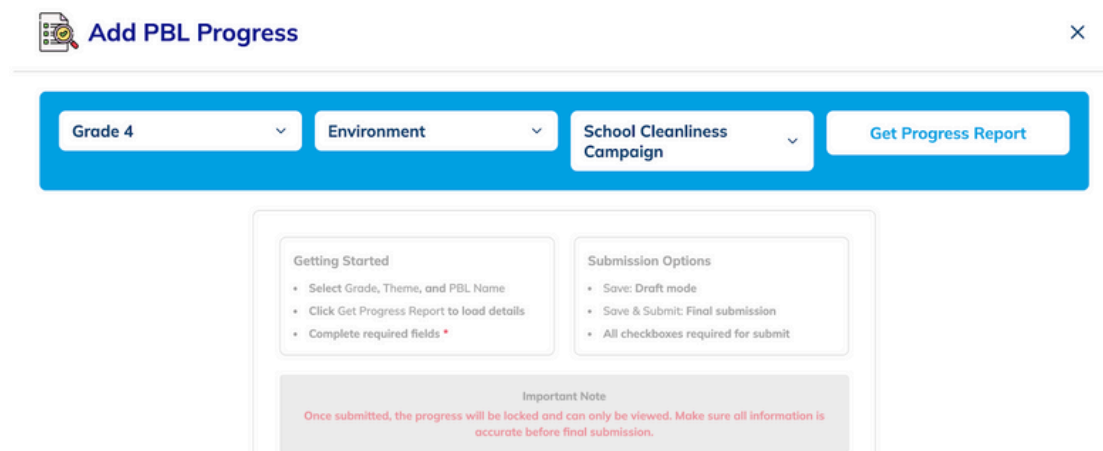



Upload the Design Thinker's Journal

1. Click 'PBL Manager'. Select 'PBL Progress'. Then click 'Add PBL Progress'.



2. Choose the 'Grade', 'Theme', and 'Project'.



 **Add PBL Progress**
✕

I have completed reading PBL Orientation Guide (if not please check resource section)*


Start Date*	Number of Weeks*	Planned End Date*
<input type="text" value="Start Date"/>	<input type="text" value="4"/>	<input type="text" value="Planned End Date"/>

	0/5
Real World Connect <input type="checkbox"/> In-class <input type="checkbox"/> Outdoor	<input type="checkbox"/>
Explore the Problem <input type="checkbox"/> In-class <input type="checkbox"/> Outdoor	<input type="checkbox"/>
Plan Solutions <input type="checkbox"/> In-class <input type="checkbox"/> Outdoor	<input type="checkbox"/>
Prototype Development and Implementation	<input type="checkbox"/>

3. Fill in and tick all the necessary details on the sheet.

4. Scroll down to see the option to upload 'Files'.

Upload the DTJ



Click to upload or drag and drop

PDF, JPG, JPEG, PNG, MP4, and ZIP files only

Save

Save and Submit

5. Upload the ZIP file from your system. Follow the naming convention given above to name the file. Click the 'Save' button to save the file. Click 'Save and Submit' to submit the file.

6. In case there are two projects from the same theme and grade, then upload them in a zipped folder which contains the files of the two projects. Please follow the naming convention given below.

- Project 1 File Name: G3_ABC Public School_EVT_P1
- Project 2 File Name: G3_ABC Public School_EVT_P2
- ZIP File Name: G3_ABC Public School_EVT_P1&2

NOTE: The above submission steps are only for selected projects.

Prototype Photographs

- Click pictures of the prototype from the front, side, and top to give reviewers a complete idea of its structure and details.
- Include 1–2 photos of learners presenting or explaining the idea or campaign (in case the solution is not a physical one).
- Take 1–2 close-up shots of important features, mechanisms, or labels.
- Use good lighting and a plain background so the prototype is clearly visible.
- Ensure photos are clear, steady, and properly oriented (not tilted or blurry).
- Include one photo of the student or team interacting with or demonstrating the prototype.

Prototype Video

- Capture a 360° view of the prototype and show how it works.
- Include a brief student explanation of key features and functions.
- Ensure clear audio, a steady camera, and good lighting.
- Save and upload the video in MP4 format, keeping it within 2–3 minutes.

Project Culmination Video

- Present a short summary of the problem, process, prototype, and final outcomes.
- Show highlights of student work, teamwork, testing, and the awareness campaign.
- Keep visuals and audio clear, avoiding unnecessary footage.
- Save and upload the final video in MP4 format, not exceeding 5 minutes.

We aim to ensure a smooth evaluation and submission experience for you. The final submission date is **27/12/2025**. For any assistance, please reach out to the Customer Success Team.