

# **Educator Technical Guide to Using Ad Fontes Media’s CART Platform**

This technical guide covers each of the functions of the CART platform available to educators and students using it. For additional questions or support, please e-mail us at [support@adfontesmedia.com](mailto:support@adfontesmedia.com) or call at 720-744-0798. You may need to leave a message if you call this support number, but we will respond within 4 hours during business hours.

Note that all *methodology* instructions and materials are located at <https://www.adfontesmedia.com/cart-educator-materials/> ( the“Educator Site”). Students will not have direct access to this site, so Educators will need to download any materials from that site to post to shared access sites for their students, such as Canvas, Blackboard, or Google Classroom.

## **Logging In**

### **Educators**

As noted on the Quick Start Instructions, the purchaser of the platform will receive an e-mail with a login and temporary password to the site at <http://rating.adfontesmedia.com>, and can use that to login and change the password.

If you purchased a department or school subscription, you will need to e-mail a roster of the educators who will need access to this Educator Site and the CART Platform site to [cart@adfontesmedia.com](mailto:cart@adfontesmedia.com), with first names, last names, and email addresses. These individuals will then receive e-mails with their own logins and passwords.

### **Students**

Students will receive automatic emails with login and password information (including how to change their passwords) once an Educator has entered them as “Analysts.” They will log in to the same site at <http://rating.adfontesmedia.com>.

## **Roles**

In the CART Platform, there are two main user roles:

A “Coordinator” = Educator

An “Analyst” = Student

Coordinators have the ability to add and delete Analysts, add and delete articles to be rated, and view Analyst progress, ratings, and related statistics.

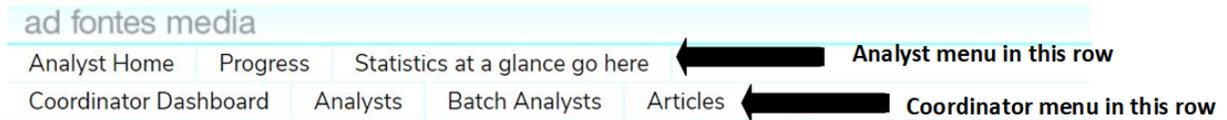
For Department and School subscriptions, more than one Coordinator may exist for your Organization. For example, each teacher using the CART Platform may be entered as a Coordinator and will be able to see everything for his or her own classes

Analysts have the ability to rate articles, see their progress, re-rate articles, and see various statistics related to their ratings before and after a ratings period ends.

Note that if Coordinators want to be able to rate the articles themselves (which we recommend) Coordinators need to add themselves as an Analysts to their batches.

## Menus

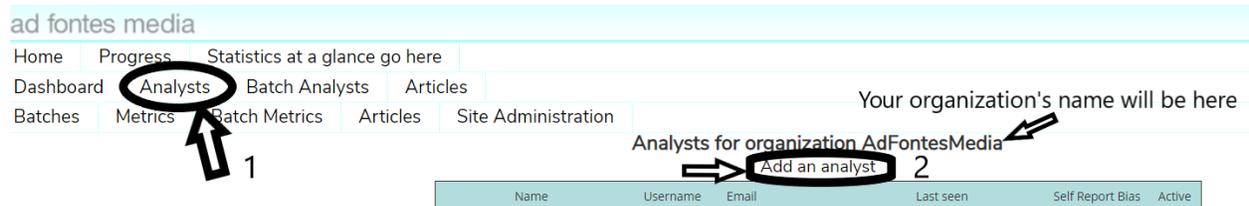
Analysts and Coordinators have different menus available. An Analyst will see the top row of menu items and a Coordinator will see the second row of menu items, as shown below.



This guide will go over each menu function, but we will start by showing the menus that are most important for Coordinators (Educators) and Analysts (Students) to get started

## Adding an Analyst to your Organization

To add your students as analysts to your organization (i.e. school), go to the “Analyst” menu item on your Coordinator Menu Row. You will see a list in the middle of the page that says “Analysts for organization [your organization], and a text button immediately below that says “Add and analyst.”



Click on the “Add an analyst” button, and the box show below will pop up.

Analysts for organization AdFontesMed

The form is titled 'Analysts for organization AdFontesMed'. It contains the following fields and controls: 'Username' (set to 'unassigned'), 'First name' (input field with placeholder 'First name'), 'Last name' (input field with placeholder 'Last name'), 'Email' (input field with placeholder 'Email Address'), 'Self reported bias' (input field with value '0'), and 'Active' (checkbox checked). At the bottom are three buttons: 'Save', 'Save and add another', and 'Cancel'.

In this box, go ahead and add each student’s first name, last name, and e-mail address. Students will need to have valid e-mail addresses to be added as analysts.

You do not need to enter a value for “Self-reported bias,” but you may do so if you wish. Instructions for determining a self-reported bias score are included in the methodology training materials on the Educator Site. Values that may be entered in here are -2,-1, 0, 1, and 2.

Click on Save, Save and add another, or Cancel as necessary.

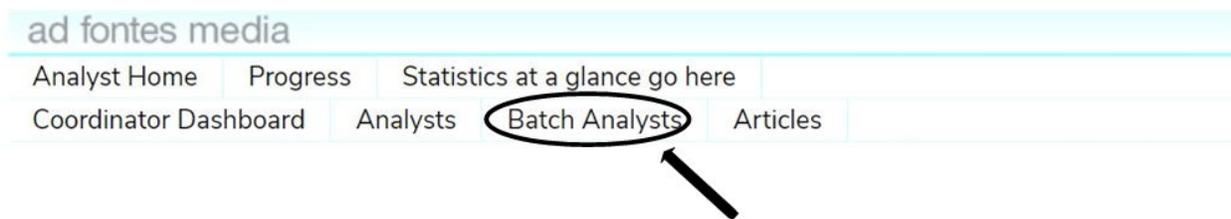
## **Adding an Analyst to a Batch**

Once you have added analysts to your organization (school), you will need to add them to an actual batch, which is what we call a group of articles to rate. Typically, your organization will only have one batch at a time, and you can add and delete articles from it as necessary. This one batch will work even if you have multiple classes or multiple teachers.

However, there may be circumstances where your school has more than one batch. Note that if you do need more than one batch, an administrator from Ad Fontes Media will set one up for you.

You will need to add analysts to a batch if you want them to rate articles in that batch. You can add and delete analysts as necessary. For example, at the beginning of a new semester, when you have different students from last semester, you may need to add and delete analysts from your batch. Deleting them from the batch will not delete them from the organization, so you can easily add them back later.

In your Coordinator Menu Row, select “Batch Analysts” as shown below:



The batch to which you are adding analyst will appear at the top. If you have more than one batch available, they will appear in the drop-down menu.

Select any analysts you wish to add in the box on the left, and the arrows to add them to the batch. You can add them all at once or one at a time, using the arrow options shown. You may also remove them all at once or one at a time.

**Name of Batch**

**Analysts for batch: Pod 2**

Not included	Included
Ari Guzman	Dan Madsen
Beth Heldebrandt	Jeff VonWald
Betty Jung	Mary Ann Taylor
Brian Codd	
Darrell Chatraw	
David Hildebrand	
Isaac Osei-Bobie	
Jeff Bell	
Jessica Kendrick	
Nancy Leichter	
Ria Otero	
Robert Rapplean	
Rochelle Zimmerman	
Shawn Davis	

Add all at once  
 Add one at a time  
 Remove one at a time  
 Remove all at once

### Adding and Deleting Articles in Your Batch

These functions are available in your Coordinator Menu Row under the Articles Menu, shown below:

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Analyst Home   Progress   Statistics at a glance go here

Coordinator Dashboard   Analysts   Batch Analysts   **Articles**

Each week, by default, you will have six articles added to your batch by Ad Fontes Media. These articles will be added by the end of the day each Monday and will remain there until/unless you remove them.

The articles are provided as a convenience to you. We pick six articles that are about the same general topic in the news of the last few days from sources of varying reliability and bias levels. Our Ad Fontes Media Analysts rate these six articles every week, and you can compare your students' ratings to our Analysts' ratings if you wish. These comparisons will be available to you and your students after the following Sunday of the week the articles first appear.

However, you have the ability to add or delete articles as you wish. If you are not using the CART Platform every week, you may wish to delete articles from weeks you did not use it so there are not too many articles in the batch. For example, if you only use the CART Platform once a month, you may find that you have too many articles pre-loaded (i.e., 24 articles), and you only want to assign your students the six current ones for the week. In such a case, you can easily delete articles using the delete button next to each article. You can see the date each article was added, which will let you know how current the articles are.

You may also wish to add your own articles. For example, if you are studying a particular current or historical event, you may wish to add articles about that topic. If you do not like the news topic Ad Fontes Media selected for the week, you may add different articles. If you want to assign a different number of articles, you may do that with the add or delete functions as well.

To add articles, simply paste the URL into the URL field and click the “Add Article” text button below it, as shown below:

Articles for batch: **Anchor Batch**

Paste a URL here and press the button

Add Article

To Add

To delete

	Date Added	News Source	URL info
Delete	2019-10-10 03:17	.nbcnews.com	politics supreme-court supreme-court-appears-divided-over-lgbtq-job-discrimination-n1063886
Delete	2019-10-10 03:17	.cbsnews.com	news supreme-court-lgbtq-rights-cases-job-discrimination-arguments-today-2019-10-08
Delete	2019-10-10 03:16	.slate.com	news-and-politics
Delete	2019-10-10 03:16	.washingtonexaminer.com	opinion the-supreme-court-must-choose-between-rule-of-law-and-lgbt-rights-in-title-vii-case
Delete	2019-10-10 03:16	.christianitytoday.com	news october
Delete	2019-10-10 03:16	.motherjones.com	politics supreme-court-lgbtq-oral-argument-bathrooms

## Rating Articles

Now that you have added Analysts to a batch (including yourself, if you are a Coordinator), anyone who is an Analyst can go to the Analyst Home menu item as shown below:

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Analyst Home

Progress

Statistics at a glance go here

Coordinator Dashboard

Analysts

Batch Analysts

Articles

You will then see a number of articles you have been assigned and a corresponding progress bar. To rate an article, click on the “Analyze an Article” button. An article from the batch will be assigned to you at random. You will be able to go back and revisit and rerate articles, so if you need to navigate away from the rating page for any reason, you may do so.

**Analyst Home Page**

Article rating received, thank you.

Review articles for batch: **Anchor Batch**

It ends on Thursday, December 31 2020, 444 days from now.

You have 5 out of 6 remaining.

Analyze an article

Once you click on the “Analyze an Article” button, the Media Bias Chart-based ratings interface will appear.

The assigned article will show up as a link in a box at the top. Use the sliders to rate reliability and bias as described in the methodology materials. Once you are done, click “Submit and Verify” at the bottom, which will take you to a verification screen.

**Click to view article (in new window)**

Simple article rating

<https://www.motherjones.com/politics/2019/10/supreme-court-lgbtq-oral-argument-bathrooms/>

Please click on the chart or use the sliders to select values.

**Use sliders to rate**

Political Terminology  
Political Position  
Bias

Original Fact Reporting  
Fact Reporting  
Complex Analysis OR Mix of Fact Reporting and Analysis  
Analysis  
Opinion, Fair Persuasion  
Selective or Incomplete Story, Unfair Persuasion  
Propaganda/ Contains Misleading Info  
Contains Inaccurate/ Fabricated Info

Most Extreme Left  
Hyper-Partisan Left  
Skews Left  
Neutral (minimal OP, balanced bias)  
Skews Right  
Hyper-Partisan Right  
Most Extreme Right

Left Right

Key:  
Green Rectangle: News  
Yellow Rectangle: Fair interpretations of the news  
Orange Rectangle: Unfair interpretations of the news  
Red Rectangle: Nonsense damaging to public discourse

Optional comment on reliability:

Optional comment on bias:

**Submit and Verify**

**Submit button will take you to verification screen**

Take a look at your submitted ratings, which are provided as numerical ratings (-42 to +42 for left-to-right bias, and 0 to 64 for low-to-high reliability). Click on “Accept” or “Revise” as appropriate.

**Ratings Confirmation**

<https://www.motherjones.com/politics/2019/10/supreme-court-lgbtq-oral-argument-bathrooms/>

Overall Bias: -23	
<a href="#">Accept</a>	<a href="#">Revise</a>
Overall Reliability: 32	
<a href="#">Accept</a>	<a href="#">Revise</a>

### Analyst Progress Page

Analysts can see their progress on the Progress menu item in the Analyst Menu Row, as shown below:

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Analyst Home **Progress** Statistics at a glance go here

Coordinator Dashboard | Analysts | Batch Analysts | Articles

The progress page shows each article assigned in the batch, with its URL, a button to allow rerating of the article, the bias and reliability scores and date if rated, and a default “0, 42” rating highlighted in red for articles not rated.

**Analyst Progress**

Progress for batch:

	URL	Bias	Reliability	Date rated
<a href="#">Rerate</a>	<a href="https://www.motherjones.com/politics/2019/10/supreme-court-lgbtq-oral-argument-bathrooms/">https://www.motherjones.com/politics/2019/10/supreme-court-lgbtq-oral-argument-bathrooms/</a>	-23	32	Oct. 13, 2019, 8:46 p.m.
<a href="#">Rerate</a>	<a href="https://www.christianitytoday.com/news/2019/october/scotus-lgbt-rights-religious-liberty-bostock-zarda-harris.html">https://www.christianitytoday.com/news/2019/october/scotus-lgbt-rights-religious-liberty-bostock-zarda-harris.html</a>	0	42	Oct. 11, 2019, 3:07 a.m.
<a href="#">Rerate</a>	<a href="https://www.washingtonexaminer.com/opinion/the-supreme-court-must-choose-between-rule-of-law-and-lgbt-rights-in-title-vii-case">https://www.washingtonexaminer.com/opinion/the-supreme-court-must-choose-between-rule-of-law-and-lgbt-rights-in-title-vii-case</a>	0	42	Oct. 11, 2019, 10:19 p.m.
<a href="#">Rerate</a>	<a href="https://slate.com/news-and-politics/2019/10/title-vii-supreme-court-masculinity-stereotypes.html">https://slate.com/news-and-politics/2019/10/title-vii-supreme-court-masculinity-stereotypes.html</a>	0	42	Oct. 11, 2019, 3:06 a.m.
<a href="#">Rerate</a>	<a href="https://www.cbsnews.com/news/supreme-court-lgbtq-rights-cases-job-discrimination-arguments-today-2019-10-08/">https://www.cbsnews.com/news/supreme-court-lgbtq-rights-cases-job-discrimination-arguments-today-2019-10-08/</a>	0	42	Oct. 11, 2019, 2:01 a.m.
<a href="#">Rerate</a>	<a href="https://www.nbcnews.com/politics/supreme-court/supreme-court-appears-divided-over-lgbtq-job-discrimination-n1063886">https://www.nbcnews.com/politics/supreme-court/supreme-court-appears-divided-over-lgbtq-job-discrimination-n1063886</a>	0	42	Oct. 11, 2019, 3:06 a.m.

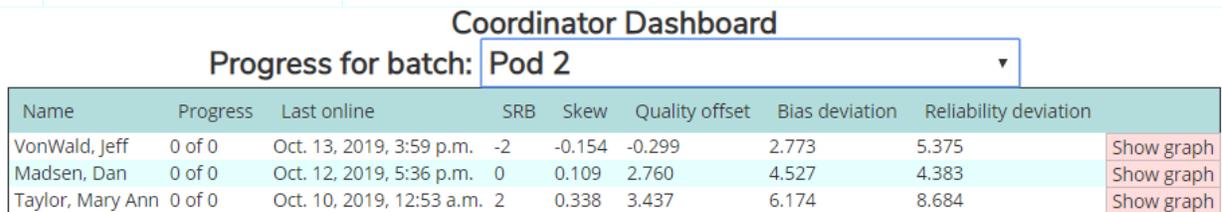
## Viewing Ratings Results in Individual and Group Charts

Once an Analyst has rated at least one article, the Analyst may view their own ratings in their “View Individual Ratings on Chart” Menu in the Analyst Menu Row. This will show a Media Bias Chart with the Analyst’s own ratings.

Coordinators may view their Analysts’ ratings aggregated as a group on the “View Group Ratings on Chart” Menu in the Coordinator Menu Row.

## Viewing Results in Coordinator Dashboard

Coordinators can view their Analysts’ progress and ratings results on the Coordinator Dashboard menu item, which is on the Coordinator Menu Row as shown below:



The screenshot shows the 'Coordinator Dashboard' interface. At the top, there is a title 'Coordinator Dashboard' and a dropdown menu labeled 'Progress for batch: Pod 2'. Below this is a table with the following data:

Name	Progress	Last online	SRB	Skew	Quality offset	Bias deviation	Reliability deviation	
VonWald, Jeff	0 of 0	Oct. 13, 2019, 3:59 p.m.	-2	-0.154	-0.299	2.773	5.375	Show graph
Madsen, Dan	0 of 0	Oct. 12, 2019, 5:36 p.m.	0	0.109	2.760	4.527	4.383	Show graph
Taylor, Mary Ann	0 of 0	Oct. 10, 2019, 12:53 a.m.	2	0.338	3.437	6.174	8.684	Show graph

As shown, you can see each Analyst and their name, progress, when they were last online, their self-reported bias (“SRB”), several numerical statistics showing your analysts deviations from various averages, and a graph of each statistic “Show graph”

## Additional Functionality

We will be adding new features and improvements rapidly, so don’t be surprised if you log in and see your CART Platform change from time to time. We welcome your feedback and feature requests at [cart@adfontesmedia.com](mailto:cart@adfontesmedia.com).