

Instructional Services

Quick Start Guide

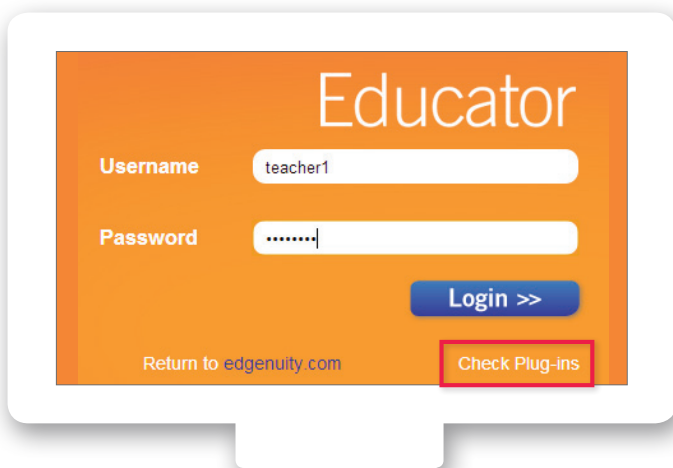


LMS Login Information

Educator login page: <http://learn.edgenuity.com/educator>

Check Plugins

1. On the login page for the Web Administrator, click the **Check Plugins** link.
 - a. The Virtual Classroom login page has a Check Plugins link that performs the same action.
2. A window will open with required plugins listed with your version, required version, and the status of each plugin.
3. Any plugins that do not meet the minimum requirements will have a red **X** next to them.
4. Click the name of the indicated plugin to be directed to the download/installation site for that plugin.



Plugin Status			
Plugin	Your Version	Required Version	Status
Adobe Flash Player	11	8	OK
X Adobe Acrobat Reader	0	6	Not Found
Quicktime Player	7.7.1	7	OK
Shockwave Player	11	10	OK
Java	1.6	1.6	OK

Plugin Status			
Plugin	Your Version	Required Version	Status
Adobe Flash Player	10	8	OK
Adobe Acrobat Reader	7+	6	OK
Quicktime Player	7.71	7	OK
Shockwave Player	11	10	OK
Java	1.6	1.6	OK

Selected Student Section

Once you have selected an existing student account, the Selected Student section appears in the upper left-hand corner with the student's name. From here, you have a variety of options:

1. Click the student's name to edit the student's account information.
2. Click the envelope to send the student an e-mail.
3. Click **View Courses** to see the student's course list.
4. Click **Progress Report** to view details about the student's performance. Whenever you are making a change that affects a single student, be sure to double-check the **Selected Student** section to ensure that you are working with the correct student.

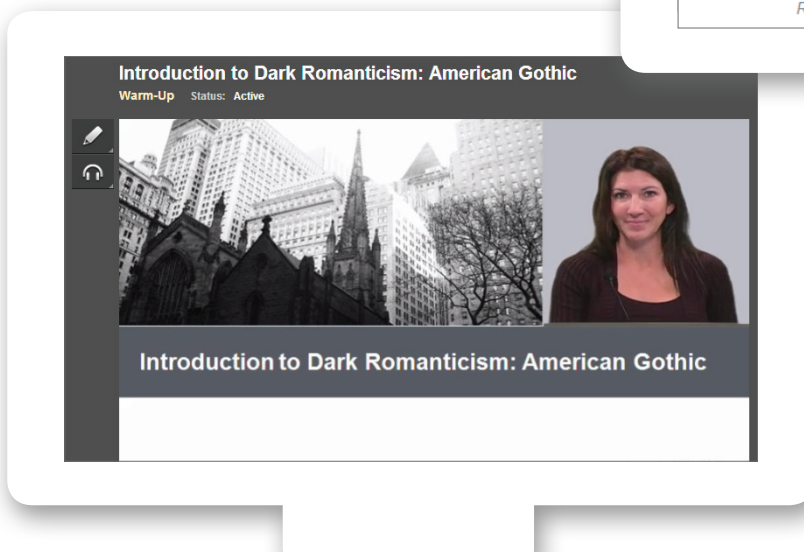
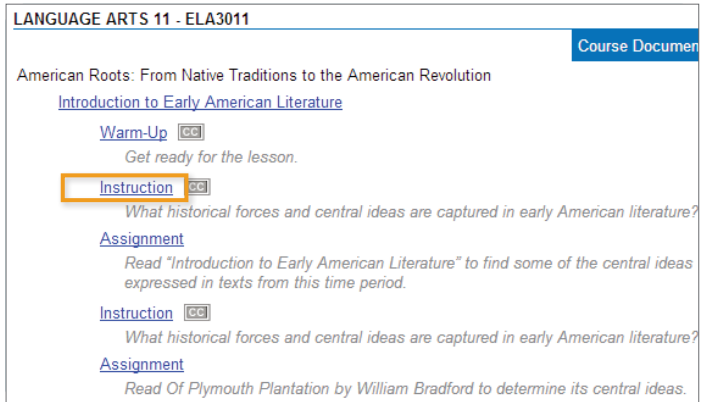
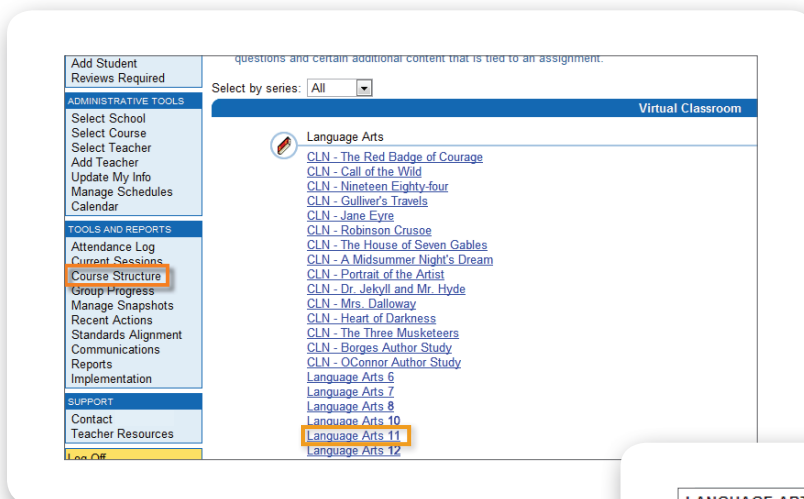
The screenshot displays the Edgenuity Student Management interface. On the left, a sidebar contains a 'SELECTED STUDENT' section with a yellow background, showing the student's name 'HighSchool StudentThree', username 'higstude1', ID '1895245', and links for 'View Courses' and 'Progress Report'. Below this are 'MANAGE STUDENTS' and 'ADMINISTRATIVE TOOLS' sections. The main area is titled 'STUDENT SELECTION' and includes tabs for 'Student Management' and 'User Groups'. A toolbar contains buttons for 'Add Student', 'Update', 'Courses', 'Disable', and 'Progress'. Below the toolbar is a table with columns for 'Edit', 'User ID', 'Username', and 'Student's Name'. The table lists four students, with the third student, 'StudentThree, HighSchool', highlighted. At the bottom, there are links for 'View Archived Students', 'Select My Account', 'Save To Excel', and 'S'.

STUDENT SELECTION			
		High School	
		All Groups	
•Add Student •Update •Courses •Disable •Progress			
ALL A B C D E F G H I J K L M N O P Q			
Edit	User ID	Username	Student's Name
<input type="radio"/>	1895255	higstude7	StudentEight, HighSchool
<input type="radio"/>	1895248	higstude3	StudentOne, HighSchool
<input checked="" type="radio"/>	1895245	higstude1	StudentThree, HighSchool
<input type="radio"/>	1895243	higstude	StudentTwo, HighSchool

[View Archived Students](#) | [Select My Account](#) | [Save To Excel](#) | [S](#)

Preview Course Content in the Web Administrator

1. Click **Course Structure** in the Tools and Reports section.
2. Click the name of the course you want to preview.
3. Click the **Course Documents** link to check for course resources.
4. Click on the activity name to preview it.



Create a User Group

1. Click **Select Student** in the Manage Students section.
2. Click **User Groups**.
3. Click **Create New Group**.
 - a. Note that the taskbar has turned pink and that the Edit column now has checkboxes (multiple selection) rather than radio buttons (single selection).
4. Name the group.
5. Click **Add to Group**.
6. Click **User Groups** again.
 - a. Note that the taskbar has turned pink and that the Edit column now has checkboxes (multiple selection) rather than radio buttons (single selection).
7. Click the checkbox(es) next to the students who are to be added to the group.
 - a. You can select one student at a time, or select multiple students.
 - b. To locate students more easily, try the alphabet at the top (to filter by last name), or use the **Search for Students** link at the bottom.
8. Hover over the **Add to Group** link and click the user group to which you would like to add the selected students.

The screenshot displays the Edgenuity Student Management interface. The top navigation bar includes 'MANAGE STUDENTS' and 'STUDENT SELECTION'. The left sidebar lists 'Dashboard', 'Select Student', 'Add Student', and 'Reviews Required'. The main content area shows 'Student Management' and 'User Groups' tabs. The 'User Groups' tab is active, displaying a table with columns for 'Edit', 'User ID', 'Username', 'Student's Name', and 'Grade Level'. The table lists four students: 'StudentEight, HighSchool' (12th), 'StudentOne, HighSchool' (9th), 'StudentThree, HighSchool' (11th), and 'StudentTwo, HighSchool' (10th). The 'Add To Group' button is highlighted, and a dropdown menu shows '1st Period' selected. The 'Group Name' field is also highlighted.

MANAGE STUDENTS

- Dashboard
- Select Student
- Add Student
- Reviews Required

ADMINISTRATIVE TOOLS

- Select School
- Select Course
- Select Teacher
- Add Teacher
- Update My Info
- Manage Schedules
- Calendar

STUDENT SELECTION

Student Management User Groups High School One

Create New Group Edit Group Add To Group Delete Group 0 Selected

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Edit	User ID	Username	Student's Name	Grade Level
<input type="checkbox"/>	1895255	higstude7	StudentEight, HighSchool	12th

GROUP INFORMATION Fields marked with *

Group Name: *

Group Description:

Student Management User Groups High School One All Groups

Create New Group Edit Group Add To Group Delete Group 2 Selected

1st Period¹

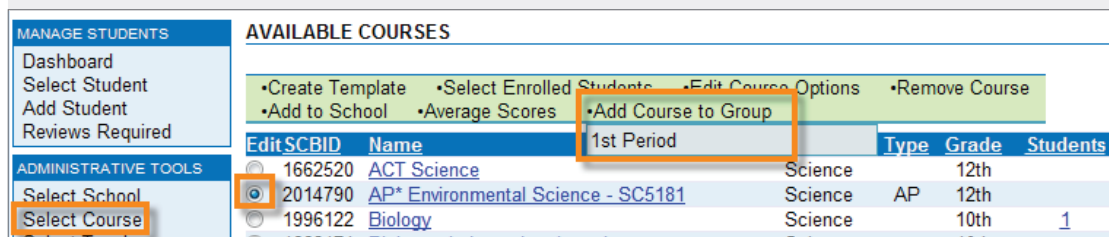
ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Edit	User ID	Username	Student's Name	Grade Level
<input type="checkbox"/>	1895255	higstude7	StudentEight, HighSchool	12th
<input checked="" type="checkbox"/>	1895248	higstude3	StudentOne, HighSchool	9th
<input checked="" type="checkbox"/>	1895245	higstude1	StudentThree, HighSchool	11th
<input type="checkbox"/>	1895243	higstude	StudentTwo, HighSchool	10th

Adding a Course to a User Group

1. Click **Select Course** in the Administrative Tools section.
2. Click the **Edit** radio button for the course you want to add to a user group.
3. Hover over the **Add Course to Group** link.
4. Click the name of the user group to which you wish to add the course.

NOTE: Assigning a course to a user group will only affect students who were already in the user group when the course was added to the user group.



The screenshot shows the Edgenuity Administrative Tools interface. On the left, the 'ADMINISTRATIVE TOOLS' menu has 'Select Course' highlighted. The main area is titled 'AVAILABLE COURSES' and contains a toolbar with 'Add Course to Group' highlighted. Below the toolbar is a table of available courses. The second row of the table is highlighted, and its radio button is selected.

MANAGE STUDENTS		AVAILABLE COURSES				
Dashboard Select Student Add Student Reviews Required		<div>•Create Template •Select Enrolled Students •Edit Course Options •Remove Course •Add to School •Average Scores •Add Course to Group</div>				
Edit	SCBID	Name	1st Period	Type	Grade	Students
<input type="radio"/>	1662520	ACT Science		Science	12th	
<input checked="" type="radio"/>	2014790	AP* Environmental Science - SC5181		Science	AP	12th
<input type="radio"/>	1996122	Biology		Science	10th	1
<input type="radio"/>	1666174	AP* Environmental Science - SC5181		Science	12th	

Course Actions

1. Click **Select Student**.
2. Click the student's name.
3. Click the radio button next to the course on which you want to take an action.

MANAGE STUDENTS

[Dashboard](#)
[Select Student](#)
[Add Student](#)
[Reviews Required](#)

ADMINISTRATIVE TOOLS

[Select School](#)
[Select Course](#)
[Select Teacher](#)
[Add Teacher](#)
[Update My Info](#)
[Manage Schedules](#)
[Calendar](#)

TOOLS AND REPORTS

STUDENT SELECTION

Student Management

User Groups

High School One

All Groups

•Add Student •Update •Courses •Disable •Progress •Email

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Edit	User ID	Username	Student's Name	Grade Level
<input type="radio"/>	1895255	higstude7	StudentEight, HighSchool	12th
<input type="radio"/>	1895248	higstude3	StudentOne, HighSchool	9th

Add Course	Disable	Complete	Customize	Edit Options	Retakes	Grades	Undo Bypass
Scores and Activity Review	Insert Supplemental Activity	Additional Activities					
View Course Standards	Assignment Calendar	Diagnostic Test	eNotes				
Edit Course Name	Bypasses	Grade	Start Date	Status			
<input type="radio"/> MA1101 - Algebra I		9th	3/29/2013				
<input type="radio"/> MA1101 - Algebra I - Vocab and Quiz		9th	3/29/2013				
<input type="radio"/> MA2004 - Geometry		10th	4/24/2013				

Click an action:

- **Add Course:** Add a course to a student account.
- **Disable:** Make a course unavailable to the student.
- **Complete:** Mark a course as finished.
- **Customize:** Add or remove lessons from a course.
- **Edit Options:** Change grade weights and other course options.
- **Retakes:** Allow additional retakes for assessments.
- **Grades:** View and edit grades, and see attempt detail for activities.
- **Undo Bypass:** Reactivate a bypassed lesson.
- **Scores and Activity Review:** See scores on submitted work, grade essays and projects, and leave feedback for students.
- **Insert Supplemental Activity:** Add additional lessons from other Edgenuity courses.
- **Additional Activities:** Insert grades for class work completed outside the Edgenuity program into the grading structure.
- **View Course Standards:** View standards correlations for a course.
- **Assignment Calendar:** View an individual student's daily assignment calendar.
- **Diagnostic Test:** View the customized course automatically built for the student based on his or her Diagnostic/Prescriptive Test performance.
- **eNotes:** View a student's eNotes.

Gradebook

1. Click **Select Student**.
2. Click the student's name.
3. Click the course name.

MANAGE STUDENTS

Dashboard

Select Student

Add Student

Reviews Required

ADMINISTRATIVE TOOLS

Select School

Select Course

Select Teacher

Add Teacher

Update My Info

Manage Schedules

Calendar

TOOLS AND REPORTS

Attendance Log

Current Sessions

STUDENT SELECTION

Student Management

User Groups

High School One

All Groups

+Add Student

+Update

+Courses

+Disable

+Progress

+Email

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Edit	User ID	Username	Student's Name	Grade Level
<input type="radio"/>	1895255	higstude7	StudentEight, HighSchool	12th
<input type="radio"/>	1895248	higstude3	StudentOne, HighSchool	9th
<input type="radio"/>	1895245	higstude1	StudentThree, HighSchool	11th
<input type="radio"/>	1895243	higstude	StudentTwo, HighSchool	10th

[Add Course](#) | [Disable](#) | [Complete](#) | [Customize](#) | [Edit Options](#) | [Retakes](#) | [Grades](#) | [Undo Bypass](#)

[Scores and Activity Review](#) | [Insert Supplemental Activity](#) | [Additional Activities](#)

[View Course Standards](#) | [Assignment Calendar](#) | [Diagnostic Test](#) | [eNotes](#)

Edit Course Name	Bypasses	Grade	Start Date	Status
<input type="radio"/> MA1101 - Algebra I		9th	3/29/2013	
<input type="radio"/> MA1101 - Algebra I - Vocab and Quiz		9th	3/29/2013	

4. Click the + and - signs to expand/collapse the activity list.
 - The yellow-highlighted activity is the one on which the student is currently working.
 - The blue-highlighted activity is the assignment you are currently viewing.
 - A blue-and-yellow highlight on the same item indicates you are viewing the assignment on which the student is also currently working.
5. Click on an activity.
 - The corresponding grade information will appear at the bottom of the screen.

GRADEBOOK

Biosphere

Ecosystems and Biomes

The Role of Climate

What Shapes an Ecosystem?

Vocabulary

Direct Instruction

On-Line Content

Journal Activity

Lab Lecture

Lab Assessment

Practice / Homework

Quiz

Biomes

Vocabulary

Direct Instruction

On-Line Content

Journal Activity

Lab Lecture

Lab Assessment

Practice / Homework

Course Information

Course: Biology

Status: Active

Grade Level: 10th

Start Date: 11/3/2011

Current Assignment: Practice / Homework

Pass W/ Grade (Current Assignment)

Bypass (Current Assignment)

Selected Assignment

Activity Identifier: 4098723,1115,02020235

Activity: Quiz

Change Assignment Grade

Reset Assignment

Allow Optional Retake

View Answers

Report An Issue

Select Current Assignment

Reviewing Projects from the Gradebook

If a student has uploaded a file or document as part of an assignment, then teachers can download the file to review it and provide a grade. Instructions on how to download a student-submitted file via the Gradebook are found below.

1. Open the student's Gradebook for the course.
2. Navigate to the assignment in question.
3. Click the **View File** link in the Graded Attempts section.

Please note that teachers will also need to have the same software installed on their computers as the students have in order to review student assignments and provide scores.

The screenshot displays the GRADEBOOK interface for a course titled "Personal Finance - EL5734". The left sidebar shows a navigation menu with options like "Course Overview", "Economic Basics", "Economics and Money", "Economic Systems", "Supply and Demand", "Assignment 1", "Project: Assignment 1", "Study Guide and Quiz", and "Quiz 1 Study Guide". The main content area is divided into two panels. The top panel, "Course Information", lists details such as "Status: Active", "Grade Level: 9th", "Start Date: 5/15/2012", and "Current Assignment: Quiz 1 Study Guide". The bottom panel, "Selected Assignment", shows the "Activity Identifier: 5173812.5734,01020405" and "Activity: Project: Assignment 1". Below this, there are links for "Change Assignment Grade", "Reset Assignment", "Report An Issue", and "Select Current Assignment". At the bottom, a red message states "This assignment's grade is not currently counted". Below this message is a table titled "Graded Attempts" with columns for "GID", "Score", "Start Of Attempt", and "Time Spent". The table contains one row with the following data: GID 365410656, Score 100%, Start Of Attempt 5/15/2012 12:08:26 PM, and Time Spent 00:11:43. A "View File" link is highlighted in the bottom right corner of the table.

GID	Score	Start Of Attempt	Time Spent
365410656	100%	5/15/2012 12:08:26 PM	00:11:43

Dashboard

To access the Dashboard, click **Dashboard** in the Manage Students section.

One of the following alerts may appear next to a student's name:

Teacher Review Alert: A teacher must review the student's work before the student can begin an assessment.

- Click directly on the alert to open the hot-spot options.
- Click the **Review** button to be redirected to the Gradebook where you can review the student's work.
- Click the **Complete** button to complete the Teacher Review.

Out of Retakes Alert: The student has used all available retakes but has not yet earned a passing score.

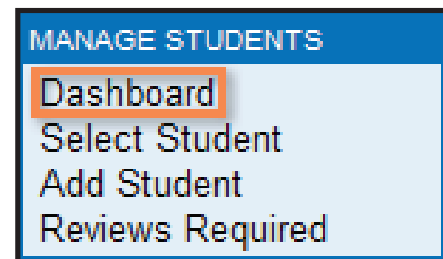
- Click directly on the alert to open the hot-spot options.
- Click the **Review** button to be redirected to the Gradebook where you can review the student's work.
- Click the **Retakes** button to give the student an additional retake.
- Click the **Grade** button to change the student's assessment grade.
- Click the **Bypass** button to skip the assessment so that the student can move forward in the course.
- Click the **E-mail** button to initiate an e-mail with the student.

Activities Alert: The student has submitted work that must be scored by a teacher, such as an essay or project.

- Click directly on the alert to open the hot-spot options.
- Click the **Review** button to be redirected to the Gradebook, where you can review the student's work.
- Click **View Essays** to view essays.

Other hot spots also allow users to manipulate student and course information:

- ID: Student Options.
- Course: Course Options.
- Start Date: Modify the course's start date.
- Target Date: Modify the course's target date.



DASHBOARD

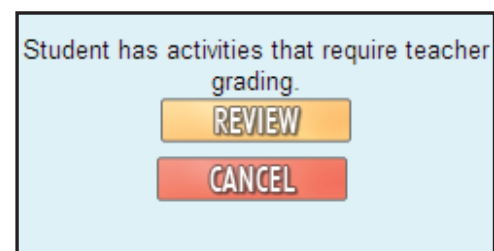
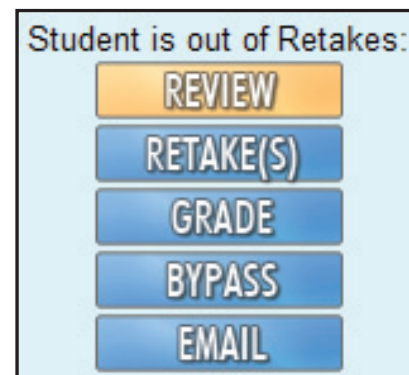
FILTERS

COURSE

G

[School: ABC School-D-692-1388] [Student Status:

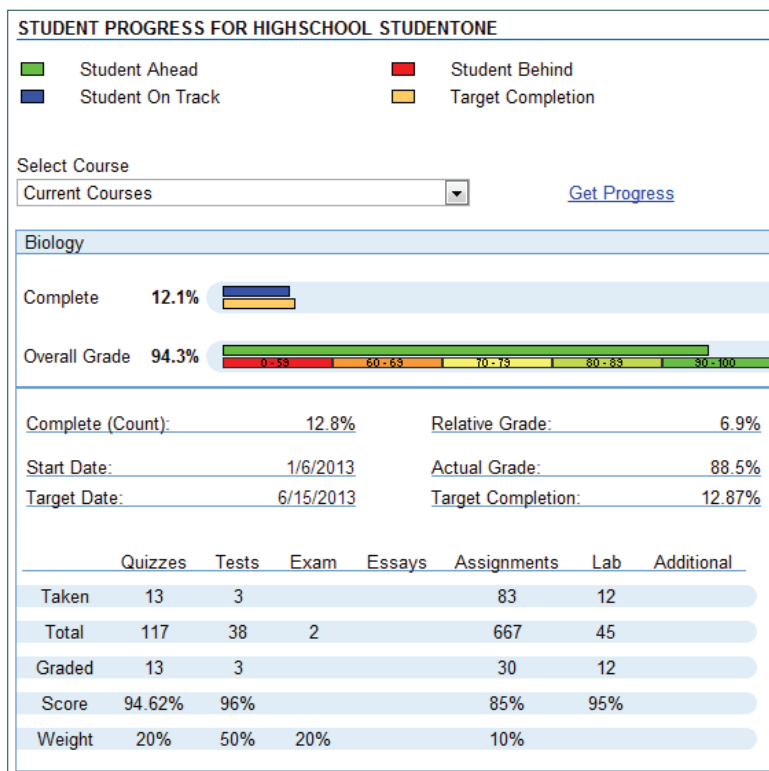
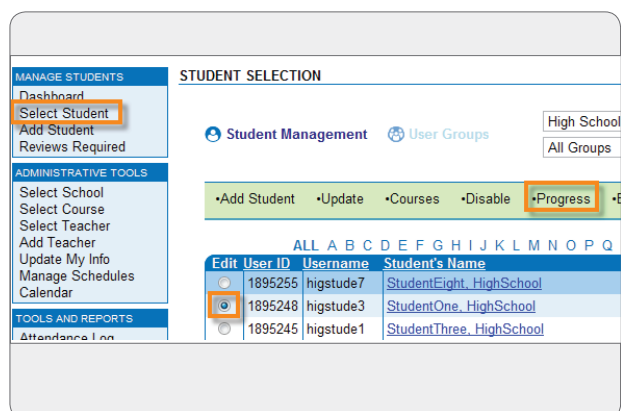
Alert	ID	Last Name	First Name	Course
	30062	Charleston	Chuck	Language Arts 9 - EL
	30065	Lectivz	Elle	Art History I - EL4002
	30066	Maddux	Mattie	Algebra I - MA2003 -



Progress Reports

1. Click **Select Student**.
2. Click the radio button next to the student's name.
3. Click **Progress**.
4. The Progress Report will display.
5. Select the course's Progress Report you wish to view from the drop-down menu, and click the **Get Progress** link.

- **Complete:** Percentage of course completed based on the time allotted to finish the course.
- **Overall Grade:** Grade based on work completed.
- **Complete (Count):** Percentage of activities completed to date.
- **Start Date:** Date student began the course.
- **Target Date:** Date set for course completion.
- **Relative Grade:** Student's grade, if no other work is completed in the course and all remaining activities are counted as zero.
- **Actual Grade:** Grade based on the overall grade in relation to the student being on time for course completion; must have Start and Target Dates for this grade to populate.
- **Target Completion:** The percentage complete the student should be based on Start and Target Dates.
- **Taken:** The number of activities completed.
- **Total:** The number of activities in the course.
- **Graded:** The number of activities that factor into the student's grade.
- **Score:** Grade average for each type of activity.
- **Weight:** Percentage weight of activities toward course.



Course Documents

Many courses include reference documents in the **Course Documents** section. Depending on the course, you may have access to alignments, syllabi templates, scope and sequence documents, rubrics and exemplars, and general course information. To access these documents, follow the instructions below.

1. Click the **Course Structure** link in the Tools and Reports section on the left side of the screen.
2. Click the name of the desired course.
3. Click the **Course Documents** tab to expand the Course Documents section.
4. Open any of the documents or files by clicking the title.

The screenshot displays the Edgenuity Web Administrator interface. On the left, a sidebar contains three main sections: 'MANAGE STUDENTS' (Dashboard, Select Student, Add Student, Reviews Required), 'ADMINISTRATIVE TOOLS' (Select School, Select Course, Select Teacher, Add Teacher, Update My Info, Manage Schedules, Calendar), and 'TOOLS AND REPORTS' (Attendance Log, Current Sessions, and Course Structure, which is highlighted with a green box). The main content area is titled 'AUDIO ENGINEERING - EL5716'. It features a 'Course Documents (3)' tab, also highlighted with a green box, which is expanded to show three documents: 'Audio Engineering Rubrics.zip', 'Audio Engineering Scope and Sequence.pdf', and 'Audio Engineering Teacher Guide.pdf'. Below this, the 'Audio Engineering' section is visible, containing links for 'Course Overview', 'Introduction', 'Welcome Video - Running Time: 4 min 10 sec', 'Start the Course', 'Interactive Instruction', 'Set up Your Computer', and another 'Interactive Instruction' link.

Instructional Services Support

Help is always available in the Support section of the Web Administrator, or you can contact your assigned Customer Service Relations Specialist.

E-mail: virtualschool@edgenuity.com

Technical Support Phone:

1-888-866-4989 extension 2

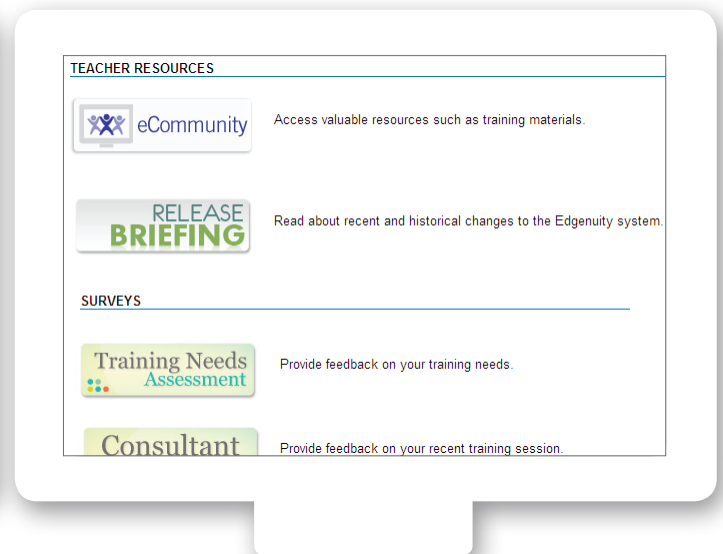
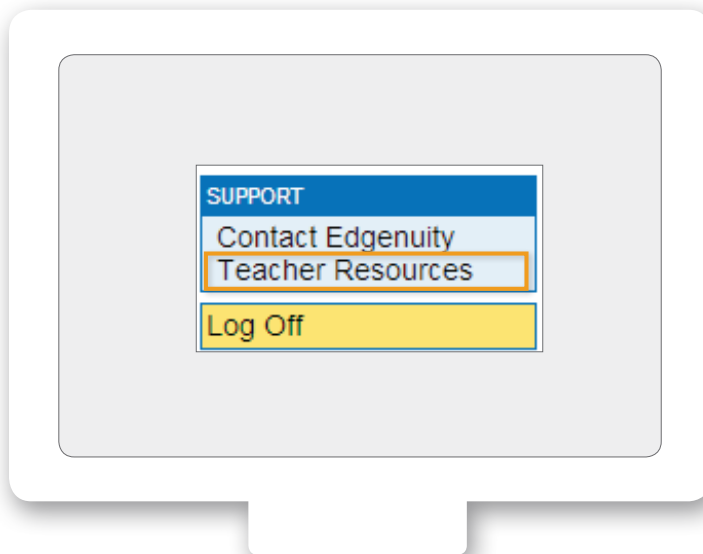
Monday through Friday	7:30 a.m. – 8:00 p.m. ET
Saturday	9:00 a.m. – 5:30 p.m. ET

Please note that times are subject to change.

Teacher Resources

Training support is available twenty-four hours a day, seven days a week, via eCommunity:

1. Click **Teacher Resources** in the Support section.
2. Click on the **eCommunity** link.



Consultant Evaluation

1. Click **Teacher Resources** in the Support section.
2. Click the **Consultant Evaluation** link.
3. Fill out the form, which will appear in a new window.
4. Click **Submit** when finished.

A screenshot of a computer monitor displaying the 'Consultant Evaluation' form. The form has a blue header with the title 'Consultant Evaluation'. Below the header, there is a red asterisk and the word 'Required'. The first question is 'What is the name of your School or District? *' with a text input field. The second question is 'What is the date of your training? *' with a date input field labeled 'MM/DD/YYYY'.

Training Needs Assessment

1. Click **Teacher Resources** in the Support section.
2. Click the **Training Needs Assessment** link.
3. Fill out the form, which will appear in a new window.
4. Click **Submit** when finished.

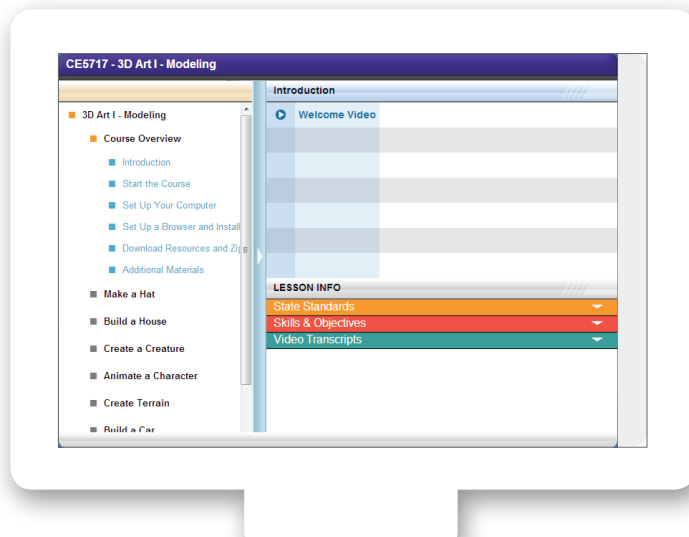
A screenshot of a computer monitor displaying the 'Training Needs Assessment' form. The form has a blue header with the title 'Training Needs Assessment'. Below the header, there is a red asterisk and the word 'Required'. The first question is 'What is the name of your School or District? *' with a text input field. The second question is 'How confident are you that you can do the following:' followed by a table with five columns: 'Not Confident', 'Somewhat Not Confident', 'Uncertain', 'Somewhat Confident', and 'Confident'. The table has two rows of radio button options. The first row is for 'know ez20 Virtual Classroom meets student educational needs.' and the second row is for 'Add/Update'.

Requirements for Career Electives

Along with the general system requirements for students to effectively utilize the Edgenuity platform, students must also have sufficient access rights on the computer(s) they are using to perform the following operations:

1. Download zipped files from within the course.
2. Install software applications locally.
3. Create files and folders.
4. Save files from one session to the next.

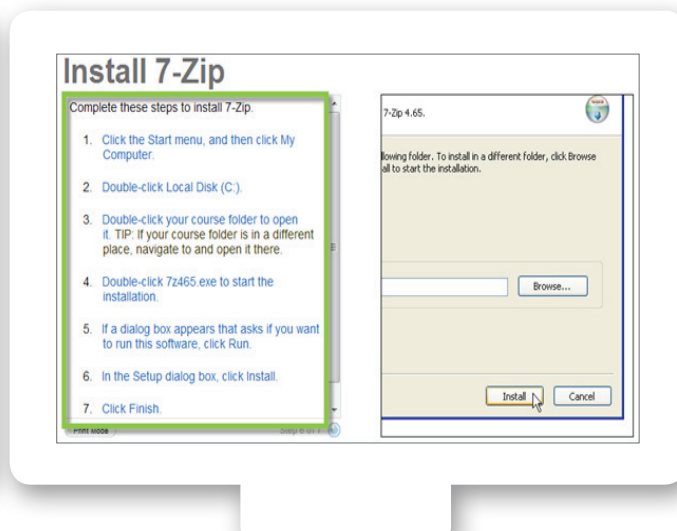
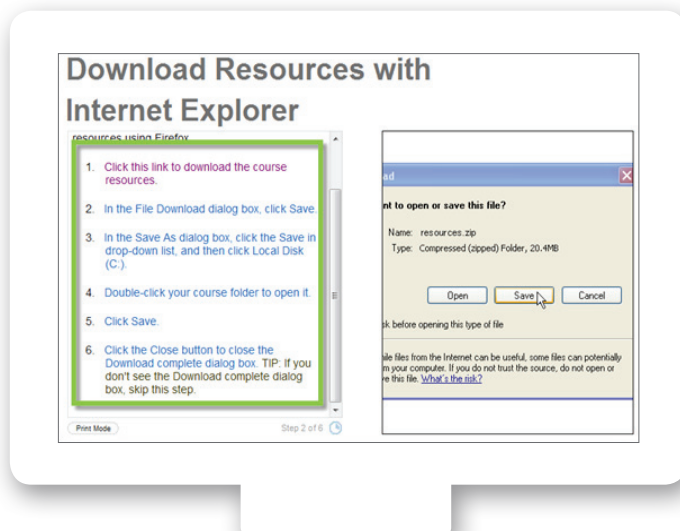
The Course Overview Section of each Career Electives course provides students with instructions on how to perform these tasks. This guide will provide instructions on downloading zipped files and installing software applications locally.



Downloading Zipped Files

Many Career Education courses require students to download packages of zipped files that contain information and resources needed to successfully complete the course. In each course that requires it, students are provided with complete instructions for performing this task with either Internet Explorer® or Firefox® browsers. This guide will provide instructions for downloading zipped files with Internet Explorer.

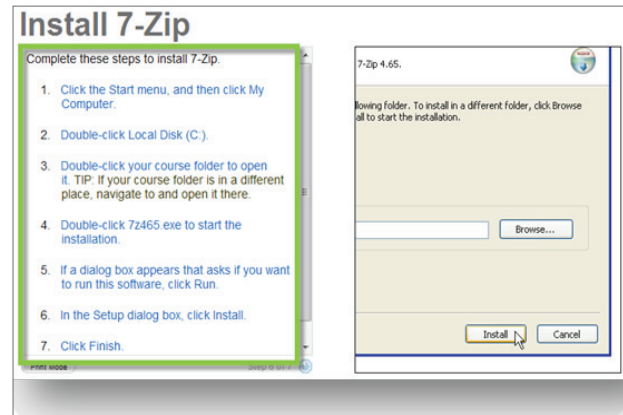
1. Students are prompted to click a link within the course, which will initiate a file download.
2. Students then click the **Save** button.
3. When prompted, students navigate to the appropriate local location to save the file.
4. Students then click the **Save** button again.



Installing Software Applications Locally

Many Career Education courses require students to install one or more software applications onto the computer they are using. The instructions for how to successfully perform this function are provided in each course where the function is required. The general steps needed to install a basic application are found below.

1. Students click on the provided link to download the application.
2. Students are directed to save the file to a particular location.
3. Once the installation file has been saved, students are instructed to launch the file by double-clicking on it and then clicking the **Run** option when prompted.
4. Instructions are provided to the student on how to complete the installation wizard for the application in question.



Uploading Files from the Virtual Classroom

When participating in Career Elective courses, students may be required to submit documents or other files to be graded by the instructor. The instructions below outline how students can upload these files.

1. Students will click the **Add Files** button in the Virtual Classroom.
2. Students will navigate to the location of the file to be submitted for grading.
3. Students select the file, and click the **Open** button.
4. The file name will now appear next to the Browse button in the student's activity.
5. Students will click the **Submit** button to submit the assignment.

It is important to note that students will always be given a score of 100 percent when submitting a project that does not count toward the course grade. Only scores provided by a teacher will count toward the student's course grade.

